

23 January 2018

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 JANUARY 2018**

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

1. The board approved the minutes for 12 December 2017 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 12 December 2017, 19 December 2017, 26 December 2017 & 2 January 2018.
Trustee Gamage motioned, Trustee Anthony second, vote unanimous
3. The **Transactions** for 11 December 2017 through 22 December 2017 & 26 December 2017 through 5 January 2018.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL** – The manager provided the board with Table 1 - *Boothbay Region Water District Cash Account Status Report as of 9 January 2017*. On 14 December 2017 the district paid off \$200,000.00 of the \$400,000.00 line of credit leaving a balance of \$200,000.00 to be paid by the end of January 2018. Unfortunately the sinking funds were not put back by 31 December 2017 and will draw a hit from Rural Development, if they notice, by years end. Trustee Gamage inquired as to what the penalty with USDA would be with the manager responding more of administrative notice and as long as the district continue4d to abide with the regulations nothing more should come of it.
 - a. **2018 Boothbay Region Water District Budget Draft** – The manager provided the board with a draft of the 2018 Budget. The manager alerted the board that it was still a work in progress with the executive summary not yet complete. It was the managers hope to have the draft completed by the 23 January 2018 trustee meeting so that it can be taken up at that time and approved, freeing up the work plan whatever that may be.
5. **NATURAL RESOURCES PROGRAM** –The following written report was provided by, and delivered by the Natural Resources Program Manager:
 - 1) *We submitted final invoice to DEP for 319 non-point source pollution abatement grant work done in 2017. We completed 13 projects; total cost for work was \$38,368 (\$19,450 of this was BRWD staff labor/ backhoe costs), we will be reimbursed for \$24,211. We carry forward \$19,079 in grant funds for 2018 projects.*
 - 2) *We have received the Forrest Bell Environmental lake loading response model and community buildout analysis reports. I will summarize for next trustees meeting.*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 January 2018	
Account	Balance
Business Checking	\$ 25,175.15
Deposit Sweep Account	\$ 195,581.75
Liquidity Total	\$ 220,756.90
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,329.94
Land Acquisition Fund	\$ 14.65
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,410.35
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,956.27
TOTAL CASH RESERVES	\$ 256,713.17

3) Work on Boothbay zoning ordinance revision is about to pick up, with full board discussion planned to begin in February. The current zoning ordinances rely on a 2004 watershed overlay map that is not accurate and we hope to have that updated this year. Wright-Pierce updated the watershed boundary layer using LIDAR in 2015. Leighton Associates have taken that information to create a new watershed overlay map, which we hope to have before voters for May. Basically, some fine-tuning around the edges.

4) CMBG has submitted an application for planning board approval for work outside of the Knickerbocker Lake watershed. Unfortunately, their submission isn't outside of the KL watershed zone. Planning board meets to consider on January 17. On January 18, the Appeals Board will convene to consider the Anthony family's appeal of the CEO "you don't really have to" stop work order. Meanwhile, CMBG is suing the town in federal and superior court, claiming Steve Malcom and Scott Adams were biased and the Anthony's have filed in superior court, claiming the Appeals Board's decision on the rest of the standards, besides use, is wrong.

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – No word from the union concerning any movement of the contract. .
 - b. **Training Update** – We hosted the fire chiefs meeting on 13 December 2017 which was well attended. No other training was done during the holiday window.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained down due to impaired raw water quality. Filter efficiency improved slightly from the 91.6% as previously reported, to 93.3% with clarifier efficiency remaining at 100%. Both sodium hydroxide and aluminum sulfate dosing rates remain well below normal dosing rates for the time of year. Finish water flow remained significantly below average with daily production at 0.3276 MGD.

Harcros Chemicals was awarded 2018 edging out Monson Chemicals by just over \$6,000.00 in the annual bid.

The manager informed the board that Utilities Technician, Michael Hills was currently assigned to the treatment division for familiarization as a back-up treatment plant operator.

- a. **Transfer Switch Problem** – The status of this project remains unchanged.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the last meeting the DD continued concentrating on correcting “whiteboard projects” and hydrant maintenance in that each hydrant was being checked weekly during the winter to ensure the barrel is dry and operating correctly. Since the 12 December 2017 meeting the district had responded to 5 water main breaks, all listed below. These were entirely caused by the deep freezing conditions coupled with inferior, “corner cut” installations. The manager went on to state the district was experiencing more breaks this year due to the colder than normal temperatures. Lastly DD personnel were responding to many frozen service complaints with none being on the district’s side or responsibility; that said the DD was assisting its customers to get back into water wherever and whenever called upon.

- 2 ¼” cast iron (CI) water main, circular split, Middle Road, South, 19 December 2017;
- 6” CI water main, circular split, Barrows Road, 21 December 2017;
- Shutoff Failure Wall Point Road, 3 January 2018;
- 6” CI water main, Williams Street, circular split 7 January 2018; and
- Shutoff Failure Western Avenue, 9 January 2018.

- b. **New Building Status Report** – Nothing new to report

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

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

11. **CAPITAL IMPROVEMENT PLAN (CIP) UPDATE** – Dirigo is continuing research. .

12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that the pump station generator had been tested and had passed. The manager informed the board that he would be meeting with attorney Chip Griffin to have the easement for this project and Seascape Commercial Development now that full as-built markers are present to identify and record in an easement.

13. **ISLE OF SPRINGS (IOS) WATER PRESSURE** – Nothing new to report.

14. **SEASCAPE COMMERCIAL DEVELOPMENT** – The manager had nothing new to report other than he would be arranging the legal work needed for board acceptance. The manager went on to inform the board that the district would not charge this water main until final grading was completed due to lack of cover over the main. A petition for acceptance will most likely not be in front of the board until later in the spring.

15. **AT-LARGE ELECTIONS** – The manager informed the board that he was researching alternatives for the board to consider as directed.

16. The board went into Executive Session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1822 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
17. The board came out of Executive Session at 1828 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
18. Chairman Pinkham with the consent of the board awarded the manager a 3.0% merit based raise
19. The meeting was adjourned at 1830 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager