

27 February 2018

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 FEBRUARY 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 Marston, At-Large; Trustee Anthony, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** Ms. Marcia Wilson, District Accountant, Osman-Page. **Absent: None.**

1. The board approved the minutes for 23 January 2017 without revisions.  
*Trustee Gamage motioned, Trustee Lewis second, vote unanimous*
2. The **Payroll** for weeks ending 23 January 2018, 30 January 2018 & 6 February 2018.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
3. The **Transactions** for the period of 22 January 2018 through 9 February 2018.  
*Trustee Gamage motioned, Trustee Anthony second, vote unanimous*

**FINANCIAL** – The manager presented to the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 13 February 2017*. The manager reported billing for February had totaled \$319,980.39 with the bills sent but payment is largely not received.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 February 2018</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 38,455.64
Deposit Sweep Account	\$ 43,680.98
<b>Liquidity Total</b>	<b>\$ 82,136.62</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 18,332.28
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
<b>Designated Fund Total</b>	<b>\$ 35,958.61</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 118,095.23</b>

- a. **2018 Boothbay Region Water District Budget Draft** – On 7 & 8 February 2018 the manager entered into the record the fact that he disseminated the DRAFT 2018 Budget Proposal to all trustees prior to meeting for review. The manager briefly explained the budget proposal and its work plan objectives; chiefly the initiation of a rate review and rate case. Ms. Wilson and the manager then informed the board that the current rates, formulated in 2010 had run their course. Ms. Wilson shared her concerns as to the financial position of the district stating that cash flow was too weak and that the district needed to look at and set new rates.

Trustee's Climo and Gamage then intensively drilled the manager ensuring that the budget proposal was sufficient to meet the current list of objectives. The budget proposal was then reviewed on a line-by-line basis. Upon review and further discussion the board approved the 2018 Boothbay Region Water District Budget without revision.

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

- b. **2017 Replacement Vehicle** – The manager informed the board that the 2017 replacement vehicle was now ready for delivery. The manager informed the board that district had an appointment on 16 February 2018 to accept delivery pending sufficient funding for the purchase. The manager then requested authorization to negotiate a wholesale sale to Hawke Auto, Boothbay Harbor to dispose the Ford being replaced and asked for permission to use his own judgment as to any offer for the old vehicle and be allowed the discretion to complete the transaction. The board approved the manager's request.

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

4. **NATURAL RESOURCES PROGRAM** –The following written report was provided by, and delivered by the Natural Resources Program Manager:

*Watershed update*

*1) We submitted all our emails, trustees minutes and all other CMBG-related correspondence to Verrill Dana today in response to CMBG's Freedom of Access Act request. CMBG did appear before the planning board last month, but no action was taken. They are back before the PB on Feb. 21.*

*2) The YMCA is developing a proposal for a new changing facility/restroom and septic field at the Y camp. Knickerbocker Group is their consultant; they have been consulting with us and seem to be developing an appropriately sensitive plan.*

*3) Work on GIS and water quality data analysis continue. As do our consultations with Town of Boothbay planning board re: ordinance revisions.*

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

- a. **Human Resources (HR)** – The effort regarding tying up loose ends with the personnel policy was ongoing. The district was awaiting the personnel file review and no date for a draft personnel policy had been set.

- b. **Training Update** – Staff attended the Maine Water Utilities Association trade show and conference, for 6-7 February 2018, at the Holiday Inn by the Bay in Portland. Many good ideas were gleaned and feedback from staff was highly positive. Many training credit hours were obtained.

New England Water and Wastewater Training Associates (NEWWTA) had begun the annual safety training. The manager provided the training schedule to the trustees for review.

13 February 2018

- HazCom Refresher
- Handheld Power Tools
- Bloodborne Pathogens

15 February 2018

- Trenching & Excavation – Competent Person
- Work Zone Traffic Control
- PPE# & Hearing Conservation
- Lockout/Tagout Inspection – Hands-on Demonstrations

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- Chainsaw Safety & Chainsaw PPE
- Fire Extinguisher (portable ABC only - Hands-on Demonstrations)
- Respiratory Protection (Cartridge Respirators) & Review Voluntary Use of N95

## 6. **TREATMENT DIVISION (TD)** —

The manager reported that filter train efficiency had remained unchanged since the previous report. Filter efficiency remained at 93.3% with clarifier efficiency remaining at 100%. Both sodium hydroxide and aluminum sulfate dosing rates remained well below normal dosing rates for this time of year. Finish water flow remains significantly below average with daily production from 0.2829 MGD to .3279 MGD.

- a. **Transfer Switch Problem** – No change in status

## 7. **DISTRIBUTION DIVISION (DD)** - Since the last meeting the DD continued concentrating on correcting “whiteboard projects” and hydrant maintenance in that each hydrant is checked weekly during the winter to ensure the barrel is dry and operating correctly.

There were no water main breaks reported in the previous period.

The DD completed the allotment of seasonal meter testing, testing 199 meters with 24 failures (12%), and the majority on low flow tests.

2017/2018 is as shown below in Table 2:

Table 2 - BRWD 2017/2018 Bleeders					
Date On	Date Off	Location	Flow CFM	Flow GPM	GPD
2-Nov-17		Kenniston Tank (Boothbay)	0.50	4	5,400
2-Nov-17		Murray Hill Road (East Boothbay)	1.50	11	16,200
2-Nov-17		Route 96 (East Boothbay)	1.00	8	10,800
2-Nov-17		Lobster Cove Road (Boothbay Harbor)	1.50	11	16,200
2-Nov-17		Cross Road (Southport)	2.25	17	24,300
14-Nov-17		Southport General Store (Southport)	1.25	9	13,500
29-Nov-17		Factory Cove Road (Boothbay Harbor)	0.60	5	6,480
<b>TOTALS</b>			<b>8.60</b>	<b>64.50</b>	<b>92,880</b>

CFM – cubic feet per minute

GPM – gallons per minute

GPD – gallons per day

- a. **New Building Status Report** – On 25 January 2018, Dirigo Engineering presented the 60% drawings for review which have since been returned. The drawings were not inclusive wherein they only wanted answers from staff on specific items (light switches, windows etc.). The manager informed the board that he expected a full review set within the month.
  - b. **Unidirectional Flushing Plan** – Being actively worked by Dirigo Engineering.
8. **5 RIVERS REGIONAL WATER COUNCIL** — The manager informed the board that the district had hosted a superintendents meeting on 25 January 2018 in which the majority of the conversation was concentrated on the Bath Water District/Brunswick Topsham Water District merger and financial legislation currently being devised. No public comment on legislation was warranted at this time.
  9. **LAND ACQUISITION UPDATE** – Nothing new to report
  10. **CAPITAL IMPROVEMENT PLAN (CIP) UPDATE** – It was reported that Dirigo Engineering had been on-station 25 January 2017 conducting more interviews and tours. The field data determining the needs for the TD and the NRPM had been completed with the TD partially completed. The manager expected one more field day and then delivery of a 50% to 60% complete report to help Dirigo with feedback. The manager relayed to the board that the project was moving forward at an acceptable pace.
  11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that he had met with Ms. Ann Mosher and “Chip” Griffin J.D. on 24 January 2018 kicking off the easement effort which was reported to be well on its way to being completed. Leighton and Associates, Boothbay had been contacted and is completing the legal descriptions for district equipment now located on private property. This effort was reported to be working in parallel with the **Seascape Commercial Development**. The manager then reminded the board that procedurally the district would “up front” the cost for this effort with reimbursement coming from the developer before the time of petitioning the district for water main and appurtenance acceptance

12. **ANTHONY VS. CMBG APPEAL** – See Natural Resources

**ISLE OF SPRINGS (IOS) WATER PRESSURE** – The manager presented the board the following e-mail exchange he had had with Mr. Dan Flaig P.E. Wright-Pierce.

*Hi Jon,*

*I'm working on a proposal for IOSA for design and permitting of a new seasonal main on the Hodgson Island Bridge. I anticipate having design and permits in hand by June 1<sup>st</sup> if not sooner. I have the DOT utility location and highway opening permit, DEP permit by rule, and Army Corps consultation on the timing of work since the bridge crosses a coastal navigable channel.*

*Is this a project that the District would anticipate completing this summer if we hand you the plans and permits?*

*Dan*

The manager reported that he told Mr. Flaig that then district may complete this project this summer but would prefer to complete this prior to seasonal turn-on. The manager was waiting shop drawings that would be necessary for installation before he approached Mr. Mike Tomecelli for a cost estimate, fabrication and installation. The manager reported that he had previously discussed this eventuality with Mr. Tomecelli.

13. **SEASCAPE COMMERCIAL DEVELOPMENT** – See 12. BOOTHBAY HARBOR COUNTRY CLUB, PHASE II
14. **AT-LARGE ELECTIONS** – The manager informed the board that their wishes had been forwarded to Verrill & Dana with a project kick-off meeting yet to be scheduled
15. **CMBG FOAA REQUEST STATUS REPORT** – As required by law, it was reported that staff had completed compiling the information requested from Bernstein Shur, the legal representation of the CMBG within the allotted and legal timeframe. The document, estimated to weigh ten-pounds had been hand-delivered to Verrill & Dana for review, after which they would deliver to Bernstein Shur in full compliance with state and federal law.
16. **ATT & PINKHAM STANDPIPE** – The manager alerted the board to ATT would be upsizing three antennae on the Pinkham Standpipe of which the district's consultant negotiated an additional \$150.00 per month in revenue from the ATT lease.
17. **DAVIDS ISLAND WATER MAIN** – The manager added this report, in December the district had acquired the services of Fuller Marine, Boothbay to replace the David's Island channel crossing. The new main feeding David's Island was now shielded, pinned, properly weighted and ready for service. The manager apologized for not informing the board of this status sooner but it had been inadvertently overlooked due to then managers now corrected health issues at the end of 2017.
18. The meeting was adjourned at 1926 hr.  
Trustee Climo motioned, Trustee Anthony second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager