

26 June 2018

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 JUNE 2018**

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

1. The board approved the minutes for 22 May 2018 without revisions.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 15 May 2018, 22 May 2018, 29 May 2018 & 5 June 2018.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
3. The **Transactions** for the period of 21 May 2018 through 8 June 2018.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
4. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC), PHASE II** – The manager reported that on 30 May 2018 he had had correspondence with Mr. Paul Coulomb, proprietor, BHCC; concerning the date of acceptance of the water main and infrastructure so that this project's acceptance could be somehow moved forward. The manager presented a copy of the correspondence concerning that request as well as a detailed listing of what still remained to be completed by BHCC prior to any acceptance of the infrastructure. The manager went on to explain that since that correspondence the BHCC has been very active, ensuring all of the necessary materials needed were in the possession of the water district. As of the meeting all applicable materials needed for approval were in the possession of the district.

Mr. Dan Flaig, the BRWD engineer for the project then presented the board with a letter and presentation concerning the status of the infrastructure. Mr. Flaig assured the board that all construction, start-up testing and system integration for the booster pump station was completed satisfactory. Mr. Flaig fielded many questions from the board, particularly concerning pressure of the system and fire flow enhancement and expanded capabilities. Mr. Flaig concluded his report by recommending to the board that from an engineering perspective the district should accept the infrastructure constructed by BHCC.

The manager then relayed a verbal report made to him by the district chief treatment plant operator (CTPO), who managed this project on behalf of the district, assuring the board that the new pump station had been properly integrated into the district's SCADA system, and fully tested under a myriad of conditions and was found to be fully compatible from an operations perspective with all other water district equipment.

The manager then recommended to the board of trustees that they should accept this new infrastructure. The board accepted the new infrastructure including approximately 2500-feet of new water main and a new booster pump station.

Trustee Climo motioned, Trustee Gamage second, vote unanimous

5. **FINANCIAL-** The manager presented to the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 12 June 2018*. Within the previous period the district has received 9 new service applications with 9 new services installed. For 2018 the district has received 32 new service applications with 16 new services installed.

The manager reported that he had received notice from the United States Department of Agriculture that the bond payment for the Southport Interconnection Project, equaling \$93,280.00 was coming up and would be removed automatically from the district's SWEEP account on 14 July 2018. Lastly the manager commended staff for keeping expenses to an absolute minimum with the cash position for the district thus far into the year as manageable as realistically possible.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 June 2018	
Account	Balance
Business Checking	\$ 19,321.72
Deposit Sweep Account	\$ 320,973.88
Liquidity Total	\$ 340,295.60
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,338.99
Land Acquisition Fund	\$ 14.66
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,411.54
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,966.52
TOTAL CASH RESERVES	\$ 376,262.12

- a. **2018 Rate Case** – No change in status since the previous meeting.
- b. **Meter Reading Cost of Service Study** – No change in status since the previous meeting.
6. **NATURAL RESOURCES PROGRAM** –The following written report was provided by, and delivered by the Natural Resources Program Manager:
- 1) *An application for another round of DEP 319 non-point source pollution remediation grant funds will be turned in this week. If approved, this would provide funds for FY 2019-2020. Attached is a list of candidate sites for this proposal (we are still waiting on a cost estimate for Adams Pond Road curbing).*
- 2) *Boothbay Planning Board begins discussion of zoning ordinance revisions for the Adams Pond and Knickerbocker Lake watersheds. Attached is the package we provided to the board.*

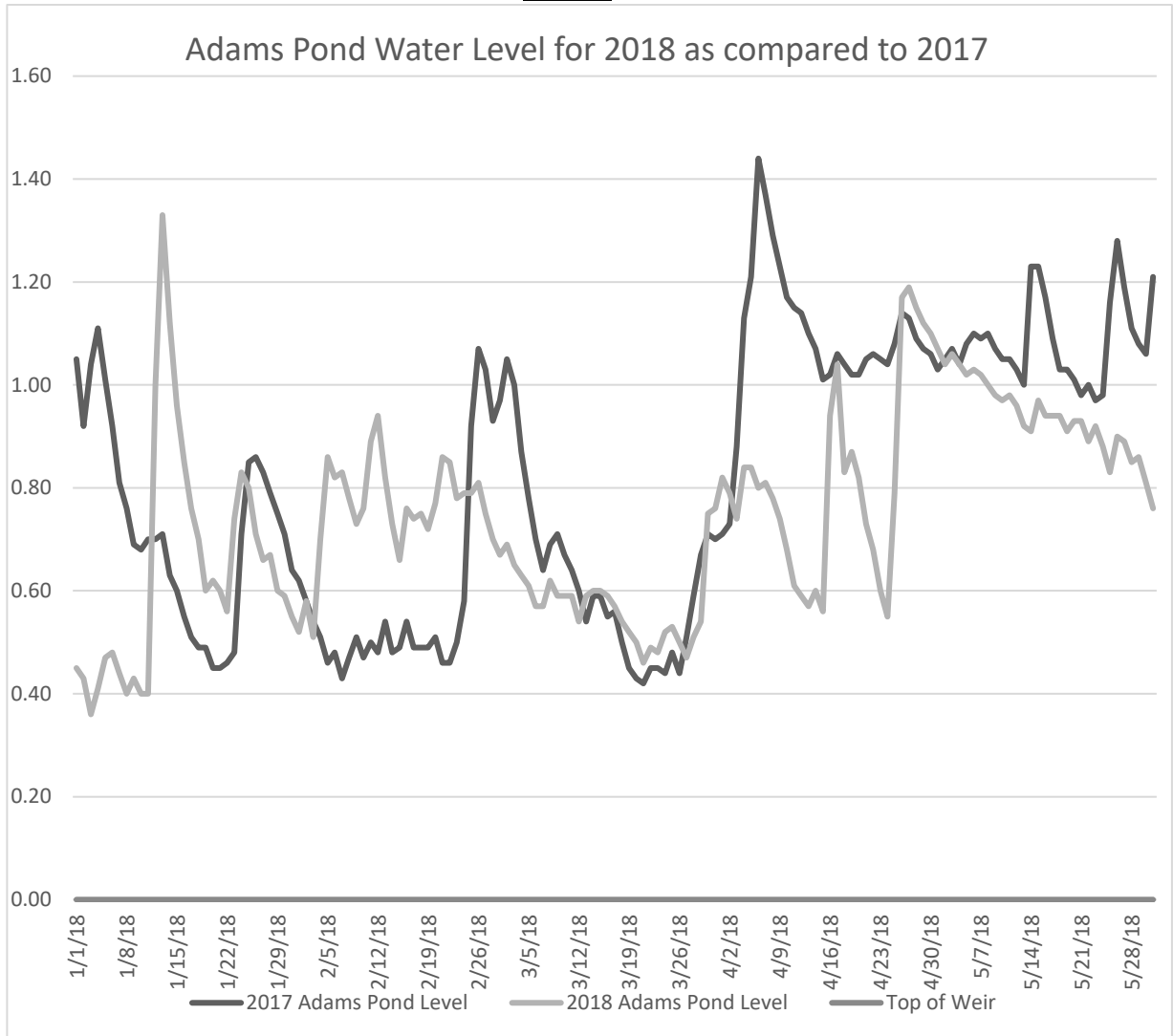
3) *Watershed field work continues. Lake water sampling is on track. Buffer plantings at YMCA look great. Plantings at north end of Adams Pond were torn out over Memorial Day weekend by some miscreant.*

4) *Three 319 grant projects are in the works for this summer - two will be contracted, one BRWD construction. Site recommendations were provided to another Knickerbocker Lake property owner (Sirois) last week. In the past, we contracted with Knox Lincoln County Soil and Water Conservation Districts for this type of site review work; now, we are able to offer this service without additional expense to district.*

7. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources (HR)** – Summer work hours began on 30 May 2018 and thus far there have been no problems with staffing or productivity.
 - b. **Training Update** – Utilities Technician Shawn Simmons received a day-long tutoring session from New England Water and Wastewater Training Associates (NEWWTA) in preparation of his Class III Water Distribution Exam required by his job description. The manager informed the board that he would be attending training later that week for license maintenance.

8. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency since the previous report remained at 100% for both filter and clarifier performance. Both sodium hydroxide and aluminum sulfate dosing rates remained slightly less than normal for the time of year. Finish water production for the previous period had exceeded that of 2017 production rates with an average daily production 0.5766 MGD as compared to 2017 production for the same period of time equaling .5025 MGD.
 - a. **Backwash Rate Valve** – The manager reported that on 1 June 2018 the district received an estimate from *Sullivan and Associates* to replace this critical and failing valve assembly. The manager planned on executing this contract in that it would be charged to the already approved account for treatment plant maintenance but due to its value he was advising the board prior to executing the replacement project. Included in the estimate was a price for installation in that there existed considerable integration of this valve into the SCADA system and due to the fact that all work would be ten-feet off of the ground, with the valves weight estimated at 500 lbs., and extensive rigging would be necessary to move the new component into place. The manager made the decision that the project was both dangerous and highly technical; all of which staff had not been specifically trained to execute. The total estimated cost for this replacement was reported to be \$12,859.00.
 - b. **Drought Monitoring** – The manager informed the board that per the state of Maine, 2018 was predicted to be another drought year. Currently the Boothbay region had entered into drought condition *D-0 - Abnormally Dry* on the U.S. Drought Monitoring Scale. To refresh the board the manager explained that the U.S. Drought Monitor measures drought intensity from *D-0 - Abnormally Dry* to *D-4 – Extreme Drought*. As compared to 2017 water reserves in Adams were less for this time of year with a trend that could be concerning in the near future. Adams Pond Reserves were currently at 228 MG. The manager presented the board *Table 2 Adams Pond Water Level for 2018 as compared to 2017*.

Table 2



9. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD remained quite busy with the high volume of service applications, normal distribution maintenance activities and support of municipal paving efforts. In the previous period the DD responded to 24 Dig Safe notifications and installed 9 new services.

Additionally, the DD was now heavily involved with supporting paving efforts within the region, adjusting district equipment as paving progresses. Both the Boothbay Center project and the town of Boothbay Harbor were very active with that regard at that time.

- a. **Breakneck Hill Road Water Main Relocation** – The manager informed the board that this project was scheduled for 14 June 2018 with a duration of no more than two-days. The district had secured the services of *N Remy Construction* to assist with excavation with the intent to move the project forward with the most expeditious means possible in that the road was extremely narrow with traffic control would be a definite issue. So far not many residents were present during the week and the

quicker in, the quicker out. The main replacement was expected to total approximately 400-feet of new water main.

- b. **Beach Path Road Seasonal Water Main Extension** – The manager reported that on 1 June 2018 district staff completed this project. The board was informed that all bills had been paid in full, there was no need for an easement in that the new water main was located within an established utility easement corridor, had been successfully pressure tested, disinfected and chlorinated. The manager recommended to the board to accept this 600-foot, 2-inch high density polyethylene (HDPE) water main extension. The board accepted the new water main extension.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
- c. **New Building Status Report** – The manager reported that earlier that day Mr. Tim Sawtelle, principal owner of Dirigo Engineering, hand delivered a preliminary set of drawings for board and staff review. The manager informed the board he would get a review set for the boards consideration prior to any mark-ups going back to the engineer for evaluation.
- d. **Unidirectional Flushing Plan** – In- Process and close to delivery of a draft per Mr. Sawtelle as of 12 June 2018.
- e. **Fire Flow Mapping** – The manager presented to the board a map created by *Dirigo Engineering* after extensive system modeling depicting fire flow throughout the distribution system that could be expected under average conditions. The manager stated that he believed that he now had sufficient information to schedule a week period for staff to repaint the fire hydrants in accordance to NFPA standards consistent with the district’s Policies and Procedures. Vice-Chairman Gamage directed the manager to disseminate the fire flow map to the Boothbay regions fire departments and provide training once the board accepted the CI plan.

10. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status.

11. **LAND ACQUISITION UPDATE** – See Natural Resources

12. **CAPITAL IMPROVEMENT (CI) PLAN UPDATE** – The manager reported that earlier that day he had received three copies of the draft report from Mr. Sawtelle. The manager informed the board that he had included a copy of this report with his managers report but would be hand-delivering printed and color copies to all trustees for their review in the coming week. Staff had already begun the review process with a target date somewhere in the first week of July 2018 for staff and the manager to reconvene with *Dirigo Engineering* so that all comments and concerns raised during the review process could be evaluated and/or incorporated into the final product. =

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

14. **ISLE OF SPRINGS (IOS)** – This project is active and remained in-process.

15. **ALTERNATIVE ELECTRIC POWER OPTIONS** – As directed the manager reported that he had begun investigating the municipal viability of a solar farm for the district. Thus far the open question concerning impervious surface had been answered by the Maine Department of Environmental Protection (DEP) in that the solar panels themselves are not considered impervious surface, just the poles in the ground making that argument against in the future, a non-factor. The manager then relayed that interestingly the Maine Organic Farmers & Gardeners Association (MOFGA) had endorsed municipal solar farms, the same as was presented on 22 May 2018. The manager informed the board that he intended to visit the North Berwick Water District and the Madison Electric Company in the upcoming weeks for first fact-finding missions and would formally report on those operations with a special emphasis on economic viability of this potential venture/strategy as outlined by *Revision Energy*.

16. **BARTERS ISLAND SWING BRIDGE PROJECT** - The manager informed the board that on 4 June 2018 the distribution foreman and he met with Mr. Rick Paraschak, Maine Department of Transportation (DOT) on-site to discuss the DOT replacement project. The project of replacing the swing mechanism of this bridge would begin after Labor Day with the construction of a temporary bridge to be located to the south of the existing bridge. The project was thought to encompass most of 2019. As a result of the meeting with DOT it appeared that district infrastructure, located to the south of the bridge, was not in the way and should not be affected. That said, the manager relayed to the board that he informed DOT that with severe tides in that area movement of district equipment was a possibility and he assured DOT that the district would promptly work with their contractor should any interferences be discovered.

17. **NEW WATER MAIN POLICY CLARIFICATION** - The manager relayed to the board a mistake he had made during the construction of the Cross Road Water Main in the town of Southport. It is district policy that during new construction of water main financed by the district that the district provides an active and regulatorily compliant curb stop for each existing residence, along the new water main installation, regardless whether or not that property takes water service or not, so that new services could be added in the short-term without disturbing the resurfaced roadway. During the construction of the *Cross Road Water Main Extension Project* the manager overlooked an existing residence in that it was not visible from the road but nevertheless qualified for a service connection. The manager petitioned the board for authorization to tap the existing main, at district expense, and establish an active and regulatorily compliant curb stop for this residence. Trustee Tharpe clarified that this proposed expenditure was for the tap only with the home owner contributing to service establishment consistent with Maine Public Utilities Commission regulations to which the manager replied in the affirmative. The board voted to authorize the manager to correct this oversight.
Trustee Anthony motioned, Trustee Tibbetts second, vote: Yea – Lewis, Tibbetts, Pinkham, Tharpe & Anthony; Nea- None; Abstained Climo & Gamage.

18. The meeting was adjourned at 2005 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager