

9 October 2018

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 SEPTEMBER 2018**

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 Tibbetts, Boothbay Harbor; Trustee Anthony, Boothbay; Trustee Tharpe, At-Large; Jonathan Ziegler, Manager. **Guest:** Keith and Elaine Miller, Boothbay Harbor. **Absent:** Trustee Lewis, Boothbay (Treasurer).

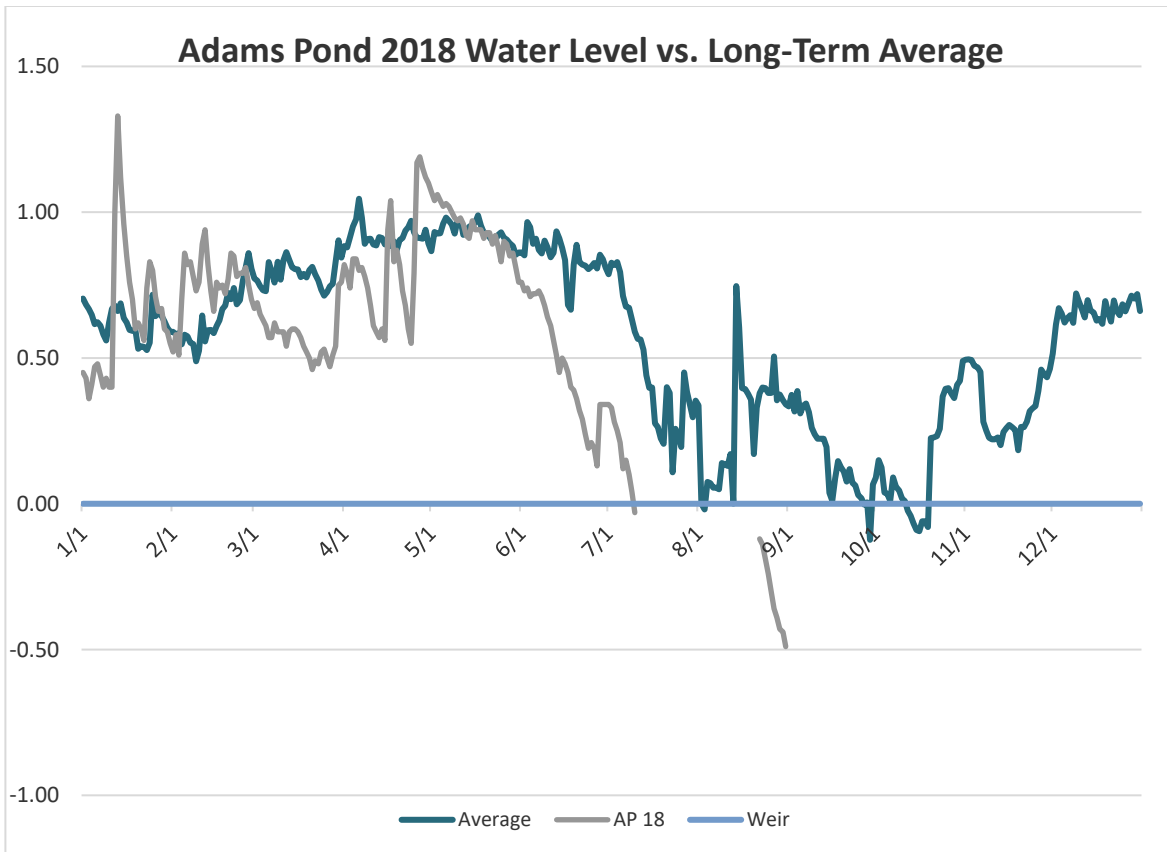
1. Trustee Climo called for a moment of silence to remember the victims of the 11 September 2001 terror attacks.
2. The board approved the minutes for 28 August 2018 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Payroll** for weeks ending 28 August 2018 & 4 September 2018.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. The **Transactions** for the period of 27 August 2018 through 7 September 2018.
Trustee Climo motioned, Trustee Tibbetts second, vote unanimous
5. **FINANCIAL-** The manager presented to the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 11 September 2018*. Within the previous period the district has received 2 new service applications with 2 new services installed.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 September 2018	
Account	Balance
Business Checking	\$ 25,237.42
Deposit Sweep Account	\$ 177,553.63
Liquidity Total	\$ 202,791.05
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,348.26
Land Acquisition Fund	\$ 14.67
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,412.75
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,977.01
TOTAL CASH RESERVES	\$ 238,768.06

- a. **Rate Case** – The manager reminded the board that the scheduled public hearing for the rate case would be held at the Southport Town Hall on 20 September 2018 at 1800 hr. The manager relayed to the board that the district had received limited feedback from the public and district rate-payers concerning the rate case with public reaction either neutral or positive. The manager stated that it was imperative as many trustees as possible make the public hearing of which the manager or Maine Rural Water Association (MRWA) would have a presentation ready to present. Trustee Tharpe alerted the board to the fact that she would be out-of-town on business and would be unable to attend.
 - b. **Meter Reading Cost of Service Study** – The manager reported to the board that he had not had the chance to meet with the Boothbay Harbor Sewer District (BHSD) but would do so in the upcoming week to discuss amending the current proposal for the cost of meter readings.
6. **NATURAL RESOURCES PROGRAM** – The following report was provided by the Natural Resource Program Manager (NRPM):
- 1) *During last week's storm, we lost trees over about a half-acre along the south side of the pond. Right now, we have 15-20 large trees uprooted near the shore and lots of bare soil. Closer to the road, downed trees and debris is piled up and will need to be cleared. We are developing a plan for cleanup and possible replanting and have contacted a professional forester.*
 - 2) *Emphasis this week is on stream and pond sampling.*
 - 3) *Work with planning board on watershed ordinance revision continues.*
7. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – As permitted by the board the manager reported that he had submitted a “Help Wanted” advertisement to the *Boothbay Register* which would run in the 13, 20 & 27 both in paper and on their website, posted the job on the water district website and Facebook page (664 hits, 29 downloads of the application), both the Maine Water Utilities Association (MWUA) and Maine Rural Water Association (MRWA) websites and would be having the ad running in the *Lincoln County News* for next week both in the paper and on their website. The closing date is 5 October 2018 and it was the intent of the manager to conduct rolling interviews so that quick award could be made after the closing date.
 - b. **Training Update** – *New England Water and Wastewater Training Associates* (NEWWTA) would be on-site later in the week for tutoring sessions for personnel needing licenses or those wishing to upgrade licenses. The manager also informed the board that he and treatment personnel would be attending treatment training at the Augusta Civic Center later that week as well.

8. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report had dropped to 86% for filter operations and remained 91% for clarifier performance. The storm/deluge of 6 September had degraded water quality significantly; both sodium hydroxide and aluminum sulfate dosing rates had increased by 18% to treat the increasingly turbid raw water supply. Finish water production for the previous period was slightly higher than that of 2017 production rates with an average daily production 0.6667 MGD as compared to 2017 production for the same period of time equaling 0.6085 MGD.
- a. **Backwash Rate Valve (BRV)** — The new BRV was installed the previous day by *Sullivan & Associates* and staff. The new component was put through a series of tests of which it passed with excellent precision. An autopsy was performed on the old BRV which showed many worn-out and unavailable components which had been hampering its operation for the past several months; reinforcing the fact that this was a necessary repair.
 - b. **Drought Monitoring** — Since the previous report the Boothbay region has again been downgraded to a D-2 – *Severe Drought* on the U.S. Drought Monitoring Scale as the drought seems to be intensifying. Adams Pond is currently 0.83 ft lower than the long-term average (see Table 2) currently with 217.5 MG in reserve for the remainder of the season.

Table 2



9. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD has remained active preparing hydrants for the color coding in accordance with the Capital Improvement Plan (CIP). During the previous period a defective hydrant and valve located in Route 27 adjacent to *Hawke Auto* as well as repaved many road cuts with new and enhanced public safety procedures leaving a flagger at each cut prior to paving operations. During the previous period the DD responded to 20 DigSafe requests which is normal for this time of year and very manageable. Lastly there has been much work in filling the gaps still in the GIS system with much progress made.

a. **New Building Status Report** – No change in status.

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

11. **LAND ACQUISITION UPDATE** – No change in status

12. **ISLE OF SPRINGS (IOS)** — The following correspondence was received from Mr. Dan Flaig P.E., Wright-Pierce Engineering:

Isle of springs wanted me to confirm the district plans to install bridge water main this winter or in spring? They are meeting tomorrow and want an update from me.

I have permit applications ready to go. Just trying to get some guidance from DOT on a hanger support cross member we need to put in to support the pipe.

Dan

13. **ALTERNATIVE ELECTRIC POWER OPTIONS** –No change in status.

14. **TRAINING FOR THE BOARD** –No change in status

15. **METER DOWNSIZE REQUEST – MILLER FAMILY EMPIRE** – The manager provided the board with a request from the Miller Family Empire, 26 Bear End Road, Boothbay Harbor to downsize from a 3/4” meter to a 5/8” meter. The manager presented to the board an analysis performed by him with regard to this request which showed a 5/8” meter was sufficient to handle the water demand at this location and recommended to the board that this request be granted. The board approved this meter downsizing request.

Trustee Climo motioned, Trustee Anthony second, vote: unanimous

16. The meeting was adjourned at 1929 hr.

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

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

