

27 November 2018

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 NOVEMBER 2018**

The Board of Trustees convened at 1800 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:** None. **Absent:** None.

1. The board approved the minutes for 23 October 2018 with revisions.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
2. The **Payroll** for weeks ending 23 October 2018, 30 October 2018 & 6 November 2018.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
3. The **Transactions** for the period of 22 October 2018 through 9 November 2018.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
4. **FINANCIAL-** The manager presented to the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 13 November 2018*. Seasonal overage charges had been tabulated and sent to the printers for distribution, totaling \$259,788.78 of which the manager relayed, the district should start receiving payments by the next trustee meeting. The problem with *Northern Data Systems* (NDS) interface with *Invoice Cloud* (IC) pertaining to the district’s auto-pay and electronic transfer customers had been, for now, resolved. Staff would be keeping an eye on future billing cycles to ensure the problem does not reoccur.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 November 2018	
Account	Balance
Business Checking	\$ 36,580.07
Deposit Sweep Account	\$ 72,709.07
<b>Liquidity Total</b>	<b>\$ 109,289.14</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 30.52
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.05
Bank of Maine Unemployment CD	\$ 10,431.66
<b>Designated Fund Total</b>	<b>\$ 17,659.58</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 126,948.72</b>

- a. **Rate Case** –The manager stated that there was no change in status with Maine Public Utilities Commission (PUC). The manager then informed the board that he was too asked to appear in front of the Boothbay Harbor Board of Selectman directly after the board meeting to discuss rates with them.
  - b. **Line of Credit (LOC) II** – As approved this loan was obtained on 24 October 2018 with an additional \$150,000.00 deposited in the district’s SWEEP account.
- 5. **NATURAL RESOURCES PROGRAM** – The following report was provided by the Natural Resource Program Manager (NRPM):
  - 1) *319 project work continues as we wind down our first two-year grant and look towards our second two-year grant. Reny’s completed a large plunge pool for us on Back River Road and a few more projects are scheduled to be completed before the end of the year.*
  - 2) *One more lake friendly grant in this week’s warrant for tree planting at a shorefront property on Knickerbocker Lake. We have provided three lake-friendly grants this year, all in Knickerbocker Lake watershed. We granted \$2,673 to support projects that cost a total of \$17,876 and included two new septic systems to replace failing ones. Since this grant began in 2015, we have supported 13 property owners and granted \$14,383 in support of projects that totaled \$105,541. Most of the grant dollars awarded have been reimbursed by the State Drinking Water Program under their Source Water Protection Grant.*
  - 3) *Lake/ stream sampling is near its end and data are being compiled to submit to the state and Forrest Bell Environmental*
  - 4) *Work with planning board on watershed ordinances continues. Provided substantial map updates to Leighton Associates so they can complete stream and watershed maps, to support revised ordinances.*
- 6. **SAFETY & TRAINING UPDATE** – There have been no safety violations or known missed inspections during the previous period.
  - a. **Human Resources (HR)**– The manager informed the board that Mr. Aaron Durgan was the district’s newest utilities technician with his first day occurring 29 October 2018. Mr. Durgan had completed all of the necessary HR training/forms to begin work with the district. The training and paperwork was completed by the district’s HR contractor *J. Gaudet & Associates*. The board requested Mr. Durgan attend the next trustee and be introduced to the board.
  - b. **Labor Contract - 1 January 2018 through 31 December 2020** - The manager presented to the board an acceptable version of the most recent labor contract as negotiated with Teamsters Local #340 in December 2017. The contract fairly included those matters changed during negotiations by the negotiating team as well as the removal of union language which was found to be unconstitutional. On 1 November 2018 the manager reported that he signed, after authorization by the negotiating trustee, Trustee Climo, a memorandum of understanding (MOU) between the district and Teamsters Local #340 which removed the language from the contract but reserved the right of the union to reinsert the language should the Supreme Court change its mind.

The manager provided the board a copy of both the MOU and a smooth copy of the unsigned contract. The manager recommended the board accept this labor contract as written.

Trustee's Tharpe, Climo and Gamage were uncomfortable with the contract in that it still possessed a myriad of spelling and grammatical errors. However, the board voted to accept the contract and authorized the manager to sign the contract for the district after the spelling errors were corrected.

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

- c. **Training Update** – The manager reported the customer services staff would be attending the Northern Data User Group training on 15 November 2018 wherein recent deficiencies (i.e. billing problems with auto payments) would be discussed.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report had dropped to an all-time low of 73 % for filter operations and 90% for clarifier performance. This underperformance was not mechanical in nature but rather, it was due to poor raw water condition entering the plant. Recent heavy and prolonged rains combined with normal lake turnover, had led to poor raw water quality. The treatment process, however temporarily inefficient, was producing excellent quality, legally compliant, finished water for distribution to the district's customers

Finish water production for the previous period was outpacing the demand recorded in 2017 with an average daily production 0.3178 MGD as compared to 2017 production for the same period of time equaling 0.2827 MGD.

- a. **Backwash Rate Valve (BRV)** - The flow control problem reported in the previous report concerning the newly installed BRV had been corrected by *Sullivan & Associates* on 26 October 2018. The BRV was put through the paces at that time and worked perfectly. There have been no deficiencies noted with the BRV during filter backwash events since the modification to control software was completed. This matter is now considered closed.
  - b. **Raw Water Pump #2 (RWP2)** - During the last period a problem with the swing check valve with the RWP2 assembly was discovered by treatment plant operators after the clarifiers were found to be draining inexplicably and RWP1 was found to be working inefficiently (outside of the pump curve). RWP1 had been isolated by staff and locked out with a repair kit for the swing check valve on order. The TD/DD will complete the repairs once the materials arrive requiring the work to be completed in a confined space requiring extra personnel for safe and legal access. No completion date has been provided as of this report.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was concentrating on seasonal water shutdown and would remain so for the next several weeks. During the previous period the DD responded to 19 DigSafe requests.
    - a. **New Building Status Report** – Since the previous board meeting, taking into consideration directives of the board as of 23 October 2018, *Dirigo Engineering* had been instructed to send the manager the plans and specifications directly. Upon receipt the manager stated he would make an appointment for the NRPM and he to meet with the Boothbay Code Enforcement Officer (CEO) to go over the concept

and get a read on what type of challenges would be presented by the town in order to obtain a permit for its construction.

The manger went on to discuss with the board that considering there existed no suspense date for this project, the objective of 2019, from a financial perspective was to get reserves built up and mandatory accounts funded. Trustee Tibbetts concern over building this structure so soon after a major rate increase and with the possibility of new, performance-based ordinances, it was the managers recommendation that the project be tabled until 2020. The manager went on to explain that because all of the points made by trustees at the previous trustee meeting were legitimate criticism and the district's priority for getting its financial house in order before incurring any more debt that this was the correct course of action. The board concurred with the managers methodology.

- b. **Seasonal Water Shutdown** - The seasonal shutdown process was reported to have been completed earlier that day.
9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
10. **LAND ACQUISITION UPDATE** – No change in status
11. **ISLE OF SPRINGS (IOS)** — The manager presented the board with plans and specifications for the Sawyers Island Bridge crossing provided to him earlier that day by *Wright-Pierce*. The manager stated that he would initiating conversation with the district's two subcontractors to solicit quotes for fabrication and installation of the new water main on the bridge.
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.
13. **FLUSHING PROGRAM** – Vice-Chairman Gamage inquired of the manager the status of system flushing for the district and the reason for the district's deficiencies in this area. The manager responded that because of the seasonal nature of the district, available blocks of time to complete flushing wherein most districts with a heavy tourist population flush during the spring and fall, a hard task for this district because of the labor demands in both bringing the states second-largest seasonal system to life and putting it to bed. The manager then went on to explain that that he had formed a working group with the CSR (in training), the distribution foreman and assistant distribution foreman to brainstorm ways to free time. The manager stated that after the new year there would be a new culture at then district specifically with regard to DD/Administration communication and scheduling that should greatly enhance distribution division efficiency and effectiveness allowing the district to begin the unidirectional flushing plan post turn-on, spring 2019.
14. The board went into Executive Session at 1851 hrs. pursuant to 1 MRSA §405(6)(A) *personnel matters*  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
15. **The board came out of Executive Session at 1854 hrs.**  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
16. The meeting was adjourned at 1855 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES