

12 February 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 JANUARY 2019**

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 Anthony, Boothbay; Trustee Tibbetts, Boothbay Harbor; Trustee Tharpe, At-Large; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Lewis, Boothbay (Treasurer).

1. The board approved the minutes for 8 January 2019 with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 8 January 2019 & 15 January 2019.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for the period of 7 January 2019 through 18 January 2019.
Trustee Gamage motioned, Trustee Climo second, vote unanimous

ADMINISTRATION- The manager presented the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 8 January 2018*. Billing for 1 February 2019 was reported to total \$437,365.00.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 January 2018	
Account	Balance
Business Checking	\$ 25,506.85
Deposit Sweep Account	\$ 158,836.09
Liquidity Total	\$ 184,342.94
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 17,662.08
TOTAL CASH RESERVES	\$ 202,005.02

4. **NATURAL RESOURCES PROGRAM** – There was no formal report available for trustee review.
5. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
 - a. **Human Resources (HR)**– The manager reported that the union sent an offer to further manipulate language of the current contract to reflect recent a Supreme Court ruling making “fair share” fees for public entities illegal. Trustee Climo rejected the following proposed language upon receipt:

“Any present or future employee who is not a member and does not want to be a member may pay a fair share fee as a contribution towards the administration of the Agreement in the amount equal to 80% of current dues”.

The board concurred with the decision made by Trustee Climo as lead negotiator for management.
 - b. **Training Update** – The manager reminded the board that the annual Maine Water Utilities Association Conference will be held in Portland 5 & 6 February 2019. Staff, excluding the manager, would be in attendance for valuable training credit hours.
6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report had improved to 90 % for filter operations and 91% for clarifier performance. Raw water quality, remained poor but was showing signs of improvement. Key chemical additions are showing some signs of improvement with sodium hydroxide “improving” to 128% of normal and aluminum sulfate continuing its drop to 183% of normal.

Finish water production for the previous period continued to outpace the demand recorded in 2017 with an average daily production increasing to 0.3544 MGD as compared to 2017 production for the same period of time equaling 0.2939 MGD.

- a. **Raw Water Pump Check Valve Replacement** - The manager reported that the two new check valves for the raw water system had arrived and were in the Raw Water Pump Station. Staff had constructed the rigging gantry which was now in place. Staff were awaiting rated lifting gear to arrive before installation. The manager expected this project would be complete by the next trustee meeting.
 - b. **Filter Mid-Level Maintenance** - Filter 1 maintenance was completed on 14 January 2018. Filter 1 was tested and found to be in excellent working order and was put back in service 16 January 2019. Next, on 16 January 2019, Filter 2 was taken out of service, partially drained, with corrosion control maintenance ongoing. The manager was hopeful that Filter 2 maintenance would be completed by the next trustee meeting, although corrosion on the waste gate assembly was much more severe than what was first expected with minor replacement parts on order.
7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was busy working general work orders, fire hydrant maintenance, shoveling fire hydrants, correcting problem services and was working toward the completion of the Phase IV Meter Replacement Project. There were no water main breaks in the previous period.

During the previous period the DD responded to only 4 DigSafe requests, a low number for the time of year.

- a. **New Building Status Report** – The 95% drawings were sent to the district and were undergoing review and edit at which time a set will be provided to the board. The manager relayed that the 95% plans looked great.
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9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
10. **LAND ACQUISITION UPDATE** – No change in status.
11. **ISLE OF SPRINGS (IOS)** — No change in status.
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.
13. The meeting was adjourned at 1832 hr.
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Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager