

9 April 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 MARCH 2019**

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 Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** Ms. Susan Mello, Natural Resource Program Manager (NRPM). **Absent:** Trustee Anthony, Boothbay; Trustee Tharpe, At-Large.

1. The board approved the minutes for 12 March 2019 with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 12 March 2019 & 19 March 2019.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for the period of 11 March 2019 through 22 March 2019.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **ADMINISTRATION-** The manager presented the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 26 March 2018*, Table 2 - *Boothbay Region Water District Profit & Loss Budget Performance as of 28 February 2019* and Table 3 - *Boothbay Region Water District Profit & Loss Budget Performance as of 28 February 2019*. Payment to *The First* would be made tomorrow totaling \$100,000.00 of the remaining \$300,000.00 in short-term financing. Billing for 1 April 2019 will be \$717,989.81 which includes all seasonal minimum billing.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 26 March 2019	
Account	Balance
Business Checking	\$ 25,245.45
Deposit Sweep Account	\$ 269,659.48
Liquidity Total	\$ 294,904.93
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	\$ 312,567.01

Table 2

Boothbay Region Water District Profit & Loss Budget Performance as of 28 February 2019

	Jan - Feb 19	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
415 - Jobbing	18,225.97	8,562.75	112,675.22
419 - Interest Income	43.61	29.29	350.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00	0.00	30,000.00
461 - Revenue Accounts	490,381.38	464,362.71	3,212,803.77
Total Income	508,650.96	472,954.75	3,355,828.99
Gross Profit	508,650.96	472,954.75	3,355,828.99
Expense			
403-Depreciation Expense	113,000.00	113,000.00	678,000.00
408 -- Taxes other than Income	9,790.08	10,000.00	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	0.00	0.00	0.00
427-Interest Expense	43,400.00	40,161.70	245,050.00
601 - Wages	98,051.54	107,052.60	623,750.00
603 - Trustee Fees	0.00	0.00	10,000.00
604 - Employee Pen. & Benefits	89,516.94	64,479.74	405,500.00
615 - Electricity	5,475.49	12,567.15	61,750.00
618 - Chemicals	3,036.25	735.50	38,600.00
620 - Materials & Supplies	21,008.94	21,699.49	213,300.00
620.7 - Postage	0.00	0.00	0.00
631 - Contr.-Engineering	109.00	2,000.00	12,000.00
632 - Contr. Accounting	8,000.00	8,000.00	63,000.00
633 - Contr. Legal	892.00	2,500.00	15,000.00
634 - Other Professional Fees	0.00	2,500.00	15,000.00
635 - Contr-Other	23,549.18	30,305.78	223,150.00
642 - Rental of Equipment	0.00	0.00	500.00
650 - Transportation	210.84	5,016.60	32,850.00
657 - Insurance - Gen. Liab.	15,918.50	15,000.00	15,000.00
658 - Insurance-Workers Comp.	0.00	8,750.00	35,000.00
660 - Advertising	0.00	0.00	750.00
667 - Regulatory Expense	300.00	0.00	20,000.00
675 - Misc. Expenses	2,477.05	1,833.40	11,050.00
680.00 · Uncategorized	0.00	0.00	0.00
Total Expense	434,735.81	445,601.96	2,779,250.00
Net Ordinary Income	73,915.15	27,352.79	576,578.99
Net Income	73,915.15	27,352.79	576,578.99

Table 3

Boothbay Region Water District Capital Project and Equity Performance as of 28 February 2019

Accnt #	Description	28-Feb	Amount
Capital Improvements			
105.01	Marine Construction		\$ 10,000.00
105.02	Engineering & Excavation		\$ 10,000.00
105.05	GIS	\$ 285.00	\$ 3,000.00
105.10	Storage Building Project (roof) treatment plant	\$ 3,277.50	\$ 5,000.00
105.22	Logan Road Water Main Replacement		\$ 100,000.00
105.21	Natural Resource Projects		\$ 45,000.00
105.50	Work in Progress - Other	\$ 6,618.50	\$ 2,000.00
Total Capital Improvements		\$ 10,181.00	\$ 175,000.00
Principal Repayments			
221.31	MBB Highland Park		\$ 32,000.00
221.32	MBB Pinkham Standpipe Rehab		\$ 5,500.00
221.33	RD Southport Interconnection		\$ 33,000.00
221.89	SRF Cape Newagen MMBB		\$ 11,000.00
221.92	RD 91-20		\$ 25,000.00
221.93	FNB Consolidation	\$ 10,091.34	\$ 11,500.00
221.95	MMBB Sea Street		\$ 13,000.00
221.97	FNB Fluoride Bond		\$ 7,700.00
221.992	FNB Line of Credit		\$ 300,000.00
221.99	RD 91-18	\$ 6,400.00	\$ 6,500.00
221.993	MMBB Consolidation		\$ 340,000.00
Total Principal Repayments		\$ 16,491.34	\$ 785,200.00
Liquid Cash, Reserve Funds & Capital Improvement			
	Petty Cash	\$ 422.49	\$ 150.00
131.3	Checking and Sweep	\$ 343,030.58	\$ 325,000.00
131.5	Unemployment Fund CD	\$ 17,262.64	\$ 10,500.00
131.9	Mt. Dora Easement	\$ 5,073.05	\$ 4,775.00
131.82	Capital Reinvestment	\$ 1.17	\$ 103,000.00
131.86	Land Acquisition	\$ 14.69	\$ 100,071.35
131.87	Southport Interconnection	\$ -	\$ 11,730.14
131.88	RD 91-18	\$ 32.12	\$ 5,987.61
131.89	RD 91-20	\$ 2,414.27	\$ 18,589.89
Total Sinking & Reserve Fund Contributions		\$ 368,251.01	\$ 579,803.99
	Mcelroy Trailer		\$ 5,000.00
	2020 Chevrolet 2500		\$ 50,000.00
	Total Fixed Asset:		55,000.00

5. **NATURAL RESOURCES PROGRAM** – The following was presented to the board by the NRPM:

1) *Grants: We just successfully completed reimbursement documentation for our 2018 CDC Source Water Protection grant for \$10,000. Check's in the mail. We also submitted an application for a 2019 CDC SWP grant for \$10,000 this week. (Copy attached). We are working with the town on a small community grant for septic replacement (due April 19). There are two property owners on Knickerbocker Lake that may meet the grant financial criteria for septic upgrade.*

2) *Field work - we are gearing up for this season's field work, which will include mapping of invasive plants on BRWD land adjacent to Adams Pond. The SOP for water sampling has been updated (attached).*

3) *Timber harvest - We have been in a conversation with the town and Maine Forest Service over timber harvest ordinances in the watershed. The following bullets summarize the situation. We have tried to resolve this at the staff level but have had no success. Our current plan is to draft a letter to the Commissioner of Maine Agriculture, Conservation and Forestry and seek an exemption.*

- *Under the statewide standards for timber harvest, towns must adopt the state's timber harvest standards for the shoreland zone. As long as towns reference or mirror the state standards (Options 1 and 2), the Forest Service will provide oversight of timber harvest in the towns. Towns may adopt more restrictive standards but in these cases (Option 3), the FS will provide no oversight or support.*
- *Boothbay would like to retain Forest Service oversight but due to the small size of our public water supply watersheds, additional local ordinances are needed within the Adams Pond and Knickerbocker Lake watersheds to protect water quality.*
- *Specifically, due to our small watersheds (about 900 acres each), no buffers would be required along watershed streams (vegetated buffers are not required for streams that drain less than 300 acres). Similarly, since virtually all properties likely to be harvested within our watersheds are less than 100 acres, they would be exempt from the Forest Practices Act clearcut standards. We are also concerned about the FPA's stump removal standards.*
- *The FS relies on its Best Management Practices to protect water quality and we agree that these BMPs are responsive to addressing risks in larger watersheds. However, in our small watersheds, particularly since water quality has already been degraded by human development, it's essential that we have more restrictive enforceable local standards to protect water quality.*
- *The Town of Boothbay wants to be an Option 1 town under the statewide standards for timber harvest in the shoreland zone, with a specific exemption for Adams Pond and Knickerbocker Lake watersheds. Currently, the ability to do this does not exist*

4) *For discussion, letter from Linda Yarmosh on behalf of Pat Farrin re: land acquisition*

1) **Summer Intern** - The manager reported that the advertisement for the summer intern had been posted on Facebook, the district website and the *Boothbay Register*. The add would run for the next three-weeks after which time any resumes received would be evaluated, interviews held and an award made by 1 May 2019.

6. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6)(C), *Acquisition of Real Property or Economic Development* at 1915 hr.

Trustee Gamage motioned, Trustee Climo second, vote unanimous

7. The board came out of Executive Session at 1923 hr.

Trustee Gamage motioned, Trustee Climo second, vote unanimous

8. **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)** – Nothing new to report.
 - b. **Training Update** – The manager stated that he would be attending the New England Water Works Association Spring Conference and Trade Show 3 & 4 April 2019 in Worcester, MA.
 - c. **Licenses Earned** – The manager informed the board that Weston Alley, Utilities Technician, was now only the third individual in the history of the district to hold a Class IV Water System Operator license after, on 18 March 2019, he passed the Class IV Water Treatment License Exam. Trustee Climo instructed the manager to congratulate Mr. Alley on behalf of the board.
9. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report had improved to 97 % for filter operations and 100% for clarifier performance. Raw water quality, had declined since the previous report with key chemical additions sliding; sodium hydroxide 235% of normal and aluminum sulfate 164% of normal. That said, the manager reported that this current situation was not uncommon with ice-out only days away. Once the ice breaks up and the water began to oxygenate, the manager expecting quick improvements to water quality.

Finish water production for the previous period continues to outpace the demand recorded in 2018 with an average daily production increasing to 0.3280 MGD as compared to 2018 production for the same period of time equaling 0.2953 MGD.

- a. **Overhaul Vertical Turbine Raw Water Pump 1 (RWP1) & Finish Water Pump #2 (FWP2)** – *Weston and Sampson* arrived on 14 March 2019 and pulled both pumps and shipped them, along with their motors, to Massachusetts for rehabilitation. There is a bearing problem with the FWP motor and both pump shafts need attention, but preliminarily there was nothing out of the ordinary for pumps with as much service. No word as to their arrival and reinstallation.
10. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was working on job orders, meter replacement, recovery from the micro-burst and was now gearing up for the 2019 Seasonal Water Start-Up. The website matrix would be coming on-line on 1 April 2019. Currently crews were modifying the Samoset Road water main and beginning to address any problems found with the seasonal water mains now that the winter snows were receding.

During the previous period the DD responded to 16 DigSafe requests which shows the peninsula is coming back to life after winter hibernation.

- a. **New Building Status Report** – No change in status.
- b. **New Replacement Vehicle** - The manager reported that he had made contact with Mr. Jeremy Parker but no date has been set as of the writing of this report. It is my intention to get this done. Vice-Chairman Gamage stated that he was dismayed that General Motors was not making the service truck bodies in a two-door configuration any longer. The manager was tasked with investigating options.

11. **5 RIVERS REGIONAL WATER COUNCIL** – The manager informed the board that the next 5-Rivers meeting was scheduled for 28 March 2019 at the Wiscasset Water District office in Wiscasset. There manager stated that there was a plethora of “filthy legislation” being considered by the legislature in this session. The manager stated that the fate of many water districts was being decided by out-of-state lobbyists in their proxy-war vs. Nestle, where the collateral damage risk was very great. Of note the legislature was now looking to cap rate cases at 10% and dictate to district’s how, where and when trustees would be selected, with an obvious slant to benefit multi-national environmentalist groups with their war with Nestle Corp. The board supported 5-Rivers actions and positions thus far.
12. **LAND ACQUISITION UPDATE** – Tabled until further information is gathered by the NRPM and manager.
13. **ISLE OF SPRINGS (IOS)** – Nothing new to report
14. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
15. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – Nothing new to report.
16. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** - The manager reported that on 19 March 2019 both *N. Reny Construction* and *E. M. Wood Construction* were asked to provide quotes by the 23 April 2019 for this project.
17. **AFFORDABLE HOUSING PROJECT** – Nothing new to report
18. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** - Nothing new to report
19. **SQUIRREL ISLAND WATER MAIN** - Nothing new to report
20. The meeting was adjourned at 1943 hr.
. *Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

