

25 November 2014

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 NOVEMBER 2014**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Reed, Boothbay Harbor (Clerk); Trustee Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: None.

1. The minutes of the 28 October 2014 trustees meetings were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote unanimous*
2. The **Payroll** for weeks ending 28 October 2014 & 4 November 2014 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote unanimous*
3. The **Transactions** for 27 October 2014 through 7 November 2014 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
4. **FINANCIAL** – The manager provided the board with the following synopsis of the district’s cash accounts as of 31 October 2014 (see Table 1)

**Table 1**

<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 31 October 2014</b>	
<b>Account</b>	<b>Balance</b>
Old Business Checking	\$ -
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 167,018.78
<b>Liquid Cash Total</b>	<b>\$ 192,018.78</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 12,230.75
Land Acquisition Fund	\$ 47,280.62
Capital Reinvestment Fund	\$ 359.66
Mt Dora Easement Escrow	\$ 4,750.00
Dora/Highland Park Bond	\$ 132,400.00
EBB Upgrade 91-20	\$ 18,732.35
<b>Designated Fund Total</b>	<b>\$ 215,753.38</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 407,772.16</b>

The manager informed the board of the final billing for November which was \$518,169.95

The manager reported that Bernstein Shur had again informed him that the board must adopt the following two declarations which was an oversight between the Maine Bond Bank (MBB), Bernstein Shur and the district during Attorney Geoff Hole's transition to retirement. By passing the votes, the district could access funding from the MBB for the **Sophia Way/Highland Park Looping Project** and **Mt Pisgah Standpipe Recoating Project**:

- VOTE:
- (1) That the Board of Trustees hereby approves the application made to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$675,750 of permanent financing to fund construction of water mains on Campbell Street and cross country connecting Highland Park Road to Sophia Way and including design work, transaction costs, demolition costs and other related expenses (the "Project").
  - (2) That the District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Taxable Water Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$675,750 to fund the Project, said funding to include engineering and construction costs, transaction costs, demolition costs and all other expenses reasonably related to the Project.
  - (3) That the District Treasurer and Chairman of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and Chairman of the Board of Trustees, and shall have the District seal affixed and be attested by the District Clerk. The term of the Bond shall not exceed 120% of the economic life of the Project.
  - (4) That the District Treasurer and Chairman are authorized and directed to issue a temporary note or notes to the Maine Municipal Bond Bank in the amount of up to \$675,750 on behalf of the District at an interest rate not to exceed 3%, and for a term not to exceed one year, to fund the Project on an interim basis.
  - (5) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the principal of the Bond.
  - (6) That the Treasurer and Chairman of the Board of Trustees are hereby authorized to execute and deliver Loan Agreements with the Maine Municipal Bond Bank, in such form as the Maine Municipal Bond Bank shall require, for the interim loan and for the permanent financing.
  - (7) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*

VOTE:

(1) That the Board of Trustees hereby approves the application made to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$112,710 of permanent financing to fund upgrades to the exterior coating system of Mount Pisgah Standpipe, and including design work, transaction costs, demolition costs and other related expenses (the "Project").

(2) That the District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Taxable Water Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$112,710 to fund the Project, said funding to include engineering and construction costs, transaction costs, demolition costs and all other expenses reasonably related to the Project.

(3) That the District Treasurer and Chairman of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and Chairman of the Board of Trustees, and shall have the District seal affixed and be attested by the District Clerk. The term of the Bond shall not exceed 120% of the economic life of the Project.

(4) That the District Treasurer and Chairman are authorized and directed to issue a temporary note or notes to the Maine Municipal Bond Bank in the amount of up to \$112,710 on behalf of the District at an interest rate not to exceed 3%, and for a term not to exceed one year, to fund the Project on an interim basis.

(5) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the principal of the Bond.

(6) That the Treasurer and Chairman of the Board of Trustees are hereby authorized to execute and deliver Loan Agreements with the Maine Municipal Bond Bank, in such form as the Maine Municipal Bond Bank shall require, for the interim loan and for the permanent financing.

(7) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.

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

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents violations or missed inspections within the previous period. The board was informed the Chief treatment Plant Operator (CTPO) was released from light duty and is now working full-time with no restrictions and was able to stand on-call.
6. **WATERSHED** – The manager reported that on 29 October 2014 he had engaged Dirigo Engineering for services in formulating the engineering plans for the Section 319 Grant. Ms. Sue Mello was to be meeting with Mr. Jim Lord P.E. later in November and will provide a full report on 25 November 2014.

The manager then reported on the status of the Maine Department of Environmental Protection (DEP) permit-by-rule (PBR) for the mud deposited in the mudflat at the head of the harbor. Then manager stated the PBR was in process. DEP was reported to be “angry” that the PBR had not been submitted but the manager explained he had not received concurrence from the Maine Department of Marine Resources (DMR) as of yet. Which was required before the district could move forward.

7. **TREATMENT** - The manager reported that the finish water flow remained down from the same period in 2013. Production was averaging 0.2570 MGD which was very low for the time of year. The manager stated with seasonal billing just completed, allowing him to assess sales strength, he was convinced that the reduced production rate was due to very tight system.

The manager reported that the district had registered about one-half inch of rain since the previous meeting and the aluminum sulfate and sodium hydroxide dosing rates had increased as the water quality had decreased. Adams Pond was reported to be in the early stages of “rolling” due to the water in the upper layer of the pond becoming colder and with a greater density than that of the water below, falling to the bottom of the pond, stirring up sediments into solution and increasing turbidity. Even with the temporary degradation in raw water quality, the clarifier and filter efficiency remained at 100% on a timed basis.

The plant SCADA system took some hits due to the freak snowstorm November 2, 2014. Most of the damage was to the continuous power units (CPU) most likely due to radical power spikes. The CPU is in place to sacrifice itself if need be to protect the sensitive electronics which it did. The manager reported that the faulty CPU’s were replaced with the system experiencing no loss of control. .

The pressure reducing valve (PRV) station at the Boothbay Chamber of Commerce needed its roof replaced once it was found that it disintegrated. The reason for the failure was reported to be condensation building up with poor ventilation. Trustee Climo inquired what the district was doing to increase ventilation. The manager stated that in order to ventilate the area a heat exchanger system would be required which was cost prohibitive. Instead the roof was constructed of rot resistant materials with the roof designed to breath.

Lastly the manager reported that the district had passed the most recent round of lead and copper samples with results were 0.00 ppb.

8. **DISTRIBUTION (DD)** – The manager reported that since the previous trustees meeting the DD had been extremely busy. Besides normal maintenance, the DD had completed 15 DigSafe mark outs and 81 billable job orders.

Seasonal Shutdown was now 95% complete with only a few stragglers as far as meters were concerned and a little more line blowing on Southport.

## 9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -

- A. **Contract #1 – Tank Site Prep, Road & Water Main** – See attached report from Greg Ireland. Substantial completion is expected by the next meeting. On 29 October 2014 Pay Request #1 was approved for \$144,833.10 with The First releasing the funds and all debts settled.

- B. **Contract #2 – Water Main Installation Project** – The manager reported that this project had been awarded on 29 October 2014. He went on to report that district staff was establishing temporary water along Route 27 from “Four-Corners” to the Southport Bridge. Construction was scheduled to begin 24 November 2014 with the removal of the four-way tee at Four Corners and replacing it with an upsized tee/valve package. This operation would require a shutdown of everything west, including the town of Southport, of the West Harbor Bridge. The shutdown was expected to last no more than four-hours. The manager reported that the district had been in contact with all those customers with water dependent critical assets, allowing time for preparation of the shutdown. Upon questioning of the board the manager stated that the district was committed to providing as much advance notice as possible to all of those that would be affected.

The manager then provided the board with a public notice already in circulation of public informational meeting scheduled for 19 November 2014 (see below). Trustees Climo, Gamage and Pinkham committed to represent the board.

### ***NOTICE OF PUBLIC MEETING***

#### **SOUTHPORT INTERCONNECTION AND WATER TANK REPLACEMENT PROJECT**

*The Boothbay Region Water District will be holding a public meeting on Wednesday, November 19, 2014 at 6:00 p.m. at the Southport Town hall located at 361 Hendricks Hill Rd, Southport, Maine to discuss, and solicit public input concerning Contract #2 recently awarded to Harry C. Crooker and Sons, 103 Lewiston Road, Topsham, Maine.*

*The scope of Contract #2 encompasses the installation of a new 12 – inch year-round water main from the intersection of Route 27, McKown Point Road and Lakeside Drive in Boothbay Harbor, continuing westerly along Route 27, crossing Townsend Gut north of the Southport Bridge, continuing westerly on Route 27 to Plummer Road, progressing south on Plummer Road to Route 238 and then continuing south on Route 238 terminating at Cross Road.*

*Representatives from the Town of Southport, the Boothbay Region Water District and Dirigo Engineering will be present to describe the current schedule, traffic considerations and will provide an assessment on what Boothbay harbor and Southport residents can expect during this winter construction project. Interested persons are encouraged to attend.*

*For further information or questions please call Jon Ziegra at 207-633-4723 ext. 112 or cell 207-380-6723.*

- C. **Contract #3 – Tank Installation Project** – This project was not yet released for bid by USDA.
10. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - All of the landscaping/clean-up was reported to be complete with the town of Boothbay Harbor completing the paving portion that morning. The final pay request is held up (see 4. **FINANCIAL**) but Reny Construction had been paid off using district contingency funds which would be reimbursed after the MBB payment.

11. **MWUA/MRWA BOD** – The manager reported that he would no longer be on the MWUA or MRWA after the second week in December. The manager informed the board that he had resigned from the MRWA board because he felt he did not have the time to devote fully to the organization and did not want to be one of those individuals that did not show up. .
12. **FIVE RIVERS** – Nothing new to report
13. **GIS** –Nothing new to report
14. **MT PISGAH STANDPIPE PAINTING PROJECT** – Awaiting the final pay request.
15. **LAND ACQUISITION PROPOSAL** – The manager reported on the two land acquisition tracks currently under consideration.
  1. Farrin Property – Nothing new to report.
  2. Hamrin Property – The manager asked the board to pause on this project until such time as the district’s ability to borrow could be fully reviewed. The board agreed.
16. The manager reported that due to the incompetence of Knickerbocker Group Inc. provisions for the removal and replacement of the existing public water main on Sequin Circle at the Boothbay Country Club for the renovations currently going on. The manager informed the board that because currently no person was being served off of this public water main he had allowed the main to be destroyed in blasting operations with the written understanding that Knickerbocker Group was liable to replace the water main, within the deeded existing right-of-way with 8”HDPE water main under the inspection of the district.
17. The meeting was adjourned at 1835 hr.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

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