

13 January 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 DECEMBER 2014**

The Board of Trustees convened at 1800 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 Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Climo, Southport.

1. The minutes of the 9 December 2014 trustees meetings were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 9 December 2014 & 16 December 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 8 December 2014 through 19 December 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – the manager provided the board with a status of the district’s cash reserves as of 30 November 2014 (see Table 1)

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 30 November 2014	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 645,441.88
Liquid Cash Total	\$ 670,441.88
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 12,232.26
Land Acquisition Fund	\$ 40,306.73
Capital Reinvestment Fund	\$ 359.71
Mt Dora Easement Escrow	\$ 4,751.21
Dora/Highland Park Bond	\$ 27.75
EBB Upgrade 91-20	\$ 18,734.66
Bank of Maine Unemployment CD	\$ 10,314.87
Designated Fund Total	\$ 86,727.19
TOTAL CASH RESERVES	\$ 757,169.07

The manager reported that on 19 December 2014 he hand delivered the *Boothbay Region Water District 2015 Budget DRAFT* to the board. He then recommended passage to the board. The board passed the 2015 budget with the following amendments/clarifications:

- a. The funding for a new FTE would stay in-place but the manager was not authorized to hire an additional employee without further study and authorization from the board;
- b. Extend a part-time job offer to the GIS Intern to complete the mapping field work during May/June 2015; and
- c. *The Plummer Road/Nickerson Road Water Main Looping Project* will be a PayGo project to be executed in 2016.

Trustee Gamage motioned, Trustee Reed second, vote: unanimous

The manager informed the board that the 2014 Audit would begin on 23 February 2015. The manager reminded the trustees that some would be interviewed as part of the process.

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period. The manager further stated that he had completed all employee evaluations.
6. **WATERSHED** – The manager reported nothing new with regard to the watersheds with the exception of the tree cleaning and harvest is on schedule and will begin possible before the next meeting.

DEP NOV Pear Street - the manager informed the board that with all permits in hand the district had approximately 12 cubic yards of the offending mud removed by vacuum truck from the mudflat adjacent to the Union Street/Pear Street intersection. The cost of removal will be included in the next warrant. As far as the manager was concerned this case, and the main break of 5 September, was closed

7. **TREATMENT** - The manager reported that the districts finish water production was averaging 0.3138MGD as compared to 0.2641MGD in 2013. The Southport Interconnection Project on Western Avenue in Boothbay Harbor remained the primary reason for the increased flow with no problems in the system suspected. Because of the temporary water the many bleeders were flowing at a very high rate to keep the temporary mains from freezing. All of the normal bleeders were reported to be activated as well.

The manager informed the board that the raw water quality remained marginal and ice had not set in on Adams Pond. Both aluminum sulfate and sodium hydroxide dosing levels remained well elevated. The filter efficiency was reported to be 83% while the clarifiers remain at 100% efficiency on a timed basis.

The backwash rate valve was now in good working order with normal maintenance activities up-to-date.

Lastly, the Chief Treatment Plant Operator (CTPO) had put together a chemical proposal which had been sent to Monson Chemicals and Harcros Chemicals. The manager informed the board that he had entrusted the CTPO to analyze the bids and select a supplier for 2015 based on a best cost basis.

DISTRIBUTION (DD) – Since the previous trustees meeting the DD workload had slowed. The DD was reported to have shifted into meter testing mode with this year’s seasonal meter rotation in full swing. The manager stated he would have failure rates for the next report. Winter rebuilds of equipment and maintenance was underway.

In addition to normal maintenance, the DD had completed 10 DigSafe mark outs and 31 billable job orders.

8. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -
 - A. **Contract #1 – Tank Site Prep, Road & Water Main** – Punch list items remain with the crossing of Rt. 238, Cape Newagen Road and the tie in to the terminus of Contract #2 shifted to Contract #2. The gate has been installed to the satisfaction of the town of Southport.
 - B. **Contract #2 – Water Main Installation Project** - Pay Request #1 was approved at this morning’s progress meeting. Attached please find the status report/minutes of that meeting.
 - C. **Contract #3 – Tank Installation Project** – As of that morning, after a discussion with Mr. Scott Emery P.E. USDA RD, his target was to complete the review and get the marked up project back to Dirigo within the week. The manager reported that he had authorized Dirigo to immediately make the necessary changes to the contract documents and put the project out for bid.
9. **CAMPBELL STREET LOOPING PROJECT** - The pre-construction meeting scheduled for 12 December 2014 was cancelled by Wright-Pierce. A make-up date will be determined after the New Year. No further change in status was reported.
10. **MWUA/MRWA BOD** – The manager reported he would be off both boards within the week.
11. **FIVE RIVERS** – The manager reported a trustee meeting was tentatively scheduled for 18 January 2015 at the Kennebec Tavern in Bath.
12. **GIS** –Nothing new to report
13. **LAND ACQUISITION PROPOSAL** –
 1. **Farrin Property** – Nothing new to report.
 2. **Hamrin Property** - Nothing new to report
14. **FORESTRY PROJECT** – The manager expected the project to begin possibly before the next meeting. The Rt. 27 portion will be a controlled cut with the slash to be left as is. Adjacent to the administration building will be a selective commercial harvest.
15. **BOOTHBAY HARBOR COUNTRY CLUB** – The manager presented the board with an outline of the Phase II Construction Plan. The manager stated that he would be getting together with a consultant to provide a design to the Country Club for water.
16. The board went into executive session pursuant to 1 M.R.S.A. §405(6) D (labor contracts) & A (personnel matters) at 1937 hr.
Trustee Gamage motioned, Trustee Lewis second, vote: unanimous

17. The board came out of executive session at 2007 hr.
Trustee Lewis motioned, Trustee Gamage second, vote: unanimous
18. The meeting was adjourned at 2008 hr.
Trustee Reed motioned, Trustee Lewis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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