

26 May 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 MAY 2015**

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 Climo, Southport; Trustee Marston, At-Large; Jonathan Ziegler, Manager. Guest: Ms. Susan Mello, Natural Resources Manager, Mr. Timothy Gill, CPA, Runyon, Kersteen & Ouellette and Ms. Jane Carpenter, Boothbay Register. Absent: Trustee Higgins, Boothbay.

1. The manager announced that he had obtained information from the town clerks of Boothbay, Boothbay Harbor and Southport indicating that Ken Marston was overwhelmingly elected as Trustee At-Large for the term ending May, 2018.
2. Trustee Pinkham was elected Chairman for 2015/2016.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
3. Trustee Gamage was elected Vice-Chairman for 2015/2016.
Trustee Marston motioned, Trustee Reed second, vote unanimous
4. Trustee Reed was elected Clerk for 2015/2016.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
5. Trustee Lewis was elected Treasurer for 2015/2016.
Trustee Marston motioned, Trustee Reed second, vote unanimous
6. The minutes of the 28 April 2015 trustees meeting were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
7. The **Payroll** for weeks ending 28 April 2015 & 5 May 2015 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
8. The **Transactions** for 27 April 2015 through 8 May 2015 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
9. **FINANCIAL** – The manager provided the board with a listing of the district’s cash accounts as of 12 May 2015 (see table 1).

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 12 May 2015	
Account	Balance
Business Checking	\$ 77,328.00
Deposit Sweep Account	\$ 567,880.76
Liquid Cash Total	\$ 645,208.76
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 14,242.61
Land Acquisition Fund	\$ 240,442.74
Capital Reinvestment Fund	\$ 100,459.62
Mt Dora Easement Escrow	\$ 4,751.84
EBB Upgrade 91-20	\$ 24,923.77
Bank of Maine Unemployment CD	\$ 10,314.87
Designated Fund Total	\$ 395,135.45
TOTAL CASH RESERVES	\$ 1,040,344.21

Billing for June 1 2015, which will be launched by the end of the week will total \$34,029.40

- a. **Audit** – Mr. Gill presented the board with 2014 Audit report. Overall, Mr. Gill indicated that the district did very well. The board had many questions especially relating to the districts decline in change of net position. Mr. Gill reminded the board that the district was working on a rate review to assess the district’s ability to remain solvent. The board accepted the audit report.
- b. **Water Rate Review** –Nothing new to report.

10. **WATERSHED REPORT** - The Natural Resources Program Manager (NRPM) provided a detailed report on issues and upcoming milestones with regard to work within the Adams Pond and Knickerbocker Lake watersheds.

*Trustees May 12, 2015
Water Resources Update*

- a. *Education. Materials paid for by 2014 SWP grant beginning to materialize. Watershed signs completed; brochure, poster, Knickerbocker kiosk by June 30; video by end of summer. BRHS engineering class will construct bird/ bat houses and AP Biology students to do wildlife/ bird surveys on BRWD property at Adams Pond.*
- b. *Clifford Park expansion. Looking for Trustee decision regarding allowing consideration of an extension of a proposed multi-use trail onto water district property at R4-165E. Trail would extend from playground and back to playground. Pros: reduce wetland impacts and increase wetland buffer, partner with town.*

Cons: human impacts, pet wastes. Email following meeting with Knickerbocker and Town Manager attached.

- c. 391 NPS grant on track. Received Dirigo Engineering plans to address runoff/erosion sites in watershed to support federal/ state grant application in June. Meet with DEP/Dirigo Friday May 15 to review sites/plans.*
- d. Lake-friendly grants. Still waiting on 2015 SWP grant decision but have outlined potential grantees and materials (attached). Without SWP support, BRWD proposes to commit up to \$15,000 to this project.*
- e. Stream corridor survey to begin in June. Streamflow into lakes is significant in terms of quality and quantity of water. We will be mapping streams, their location, physical and biological conditions into GIS. We are also mapping stream crossings and culverts that discharge into lakes.*
- f. Contract between BRWD and Town of Boothbay. I haven't located the signed copy but Trustees minutes indicate the attached document was signed on June 26, 2012.*

The board discussed the possibility of the town of Boothbay using district lands adjacent to Clifford Park. The board approved the use of district properties for trails as part of the Clifford Park project.

Trustee Gamage motioned, Trustee Reed second, vote unanimous

The board approved the district funding Lakescape Matching Grants, to be disbursed under the methodology provided by the NRPM for properties within the Adams Pond and Knickerbocker Lake watersheds for FY 2015 not to exceed \$10,500.00

Trustee Climo motioned, Trustee Reed second, vote unanimous

11. SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE – The manager reported no injuries, violations or missed inspections during the previous period.

- a. **Human Resources**– On 29 April 2015 Utilities Technician Matt Wade resigned with his last day that day and reported to have been properly processed out as of that time. On 30 April 2015 the manager reported he had begun recruiting a replacement with some applications already in hand and screened. Interviews were set to begin the week of 18 May 2015 with the due date of applications on 29 May 2015. It is my plan to make a job offer to the best candidate during the week of 1 June 2015 and refill as soon as possible.

The manager then requested and obtained guidance for making a proposal for an additional full-time equivalent (FTE) for the distribution crew to be presented for board action on 26 May 2015.

- b. **Fire Hydrant Operations Training** – The manager reported that he had presented this concept regions fire chiefs on 7 May 2015 and received their endorsement. The manager hoped to have some perspective dates by the next meeting.

- c. **Fire Chiefs Meeting** –On 7 May 2014 Trustees Pinkham and Gamage as well as the manager met with the regions fire chiefs and reviewed district projects, plans and expanded capabilities. The meeting was reported to have been very positive. That said the regional chiefs would like to see the access to the Adams Pond As an outcome of the meeting the manager reported that the fire chiefs would like the draft site on the north end of Adams Pond modified to better allow tanker/pumper truck access. The manager informed the board that he had already begun a construction permit with town of Boothbay and Dirigo Engineering would be on-site 15 May 2015 to begin design. The manager informed the board that he would bid a total contract under a new 105 Account with the dam at the discession of the board.

12. **TREATMENT DIVISION** – The finished water flow remained up by 0.1000 MGD from the same period last year. Some is being lost in transmission to Squirrel Island with the rest being addressed in seasonal leakage which is being tracked down. Demand was reported up with more seasonal services. Aluminum Sulfate and Sodium Hydroxide dosing levels are normal for this time of year.

The CTPO attended training on Trident Filters in Keene New Hampshire the previous week which was the first time offered in the past 10-years. In his debriefing he reported it to be very positive and very positive learning experience.

Pond and stream monitoring began 29 April 2015 and was going well. Trustee Lewis inquired as to the parameters being monitored in which the manager reported the monitoring was that for lake level and flow in support of the Natural Resources Protection Act (NRPA) permit held by the district for water withdrawal on Knickerbocker Lake. The manager went on to inform the board the analytical testing would begin later in the month.

13. **DISTRIBUTION DIVISION (DD)** - The manager reported it has been a very busy period since the last meeting. The DD was handling a high level of job orders normal for the time of the year and was still making repairs to the seasonal system.

- d. **My Way Water Main** – Complete with 2 new customers at this point with 10 to follow.
- e. **Meter Upgrade Project Phase I** – At present no personnel to dedicate to this project.
- f. **Cross-Connection Control** –The letter was still in process.

14. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -

- a. **Contract #1 – Tank Site Prep, Road & Water Main** – Complete.

- b. **Contract #2 – Water Main Installation Project**– On 29 April 2015 a progress meeting was held with the manager providing the board a copy of the minutes. At that meeting it was made clear to Crooker that there progress had been too slow and they needed to pick up the pace. The district, USDA & Dirigo set a 19 June 2015 substantial completion date before assessing \$1000.00/day liquidated damages. The manager provided to the board a letter from Crooker attempting to justify 44 extra days. In response the manager provided the board with a letter from Dirigo granting 9 extra days. The manager clarifies that each extra day will cost the water district rate-payers \$750.00 in additional costs. The manager then provided the board the following report by Mr. Greg Ireland, Dirigo Engineering outlining progress.

*Southport Interconnect Water Main Project
Contract #2 & #3*

*Progress Report
For period: 4/28/15 ~ 5/11/15*

Finished installing the water main on Hendricks Hill Rd. and tied into the Gut Crossing pipe. The Hendricks Hill water main and the Gut Crossing pipe have passed the leakage test and the first round of bacteria samples are in the lab.

A second main line crew has begun construction on the North end of Plummer Rd and has installed about 800' out of the 1900' on Plummer Rd.

The crew that was on Hendricks Hill Rd. has moved to Cape Newagen Rd. at the intersection of Sawyer's Pond Rd. and started laying main Northerly toward Plummer Rd.

A blasting crew has started pre-blasting the trench line on Cape Newagen Rd.

All of the trenches on the Boothbay Harbor side of the bridge have been patched in with permanent pavement. Final cleanup of slopes, lawns, driveway aprons, etc. are to follow.

We are anticipating a 3rd crew to start installing water services on Hendricks Hill Rd. later this week.

Tree cutting at the Contract #3 Southport Water Tank site has begun.

*Dirigo Engineering
Greg Ireland*

Contract #3 – Tank Installation Project – The Pre-Con Meeting was held on 29 April 2015.

15. **CAMPBELL STREET LOOPING PROJECT** – The manager reported that the district had mobilized and completed the required valve package at the intersection of High Street and Campbell Street to begin the project, complete with a new fire hydrant. The pre-blast survey was complete and Reny had begun the blasting process. The exploratory dig on the Pisgah main was scheduled for the following week.

\

16. **FIVE RIVERS** – The manager reported that he had recently met with the member superintendents and was working on a request for proposal (RFP) to be sent out to select engineering firms for the study under the awarded capacity development grant. The manager reported that he had met with the Commissioner Patricia Aho, Department of Environmental Protection, to discuss 5 Rivers opposition to the proposed move of the Drinking Water Program from the Department of Health and Human Services to the Department of Environmental Protection. The manager provided the board a copy of the position paper.
17. **GIS** – The manager reported that he had met with Wright-Pierce on 30 April 2015 and found out that the project was much farther along than originally thought. The manager reportedly told Wright –Pierce that their communication as to status was less than desirable. The manager reported that they would be at a future trustee meeting to present a clear and definable plan of action and milestones (POAM). They were now in talks with Northern Data Systems to merge the two programs. On the upside the manager was informed that district personnel are constantly now using and updating the system for routine field work.

The intern began yesterday with positive results already. She was beginning mapping in the southeast corner of the system and working her way around independently.

18. **LAND ACQUISITION PROPOSAL** –

1. Farrin Property –Nothing new to report.
2. Hamrin Property – The board reviewed a letter from the Hamrins with no motions made.

19. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC)** – Nothing new to report.

20. The meeting was adjourned at 2016 hr.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

PASGE LEFT INTENTIONALLY BLANK