

11 August 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 28 JULY2015**

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: Bill Pearson, Boothbay Register. Absent. None

1. The board approved the minutes for 14 July 2015 without revision.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 14 July 2015 & 21 July 2015 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 13 July 2015 through 22 July 2015 were approved.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager provided the board the following Mid-Year Budget Performance Summary stating that overall the district was well within budget but anticipated overruns in Labor due to the addition of personnel and the heavy construction schedule as well as an overrun in contracted labor in that the manager stated he “got in over his head” with current Human Resources issues and contracted some specific functions to Gaudet and Associates for the good of the workforce. The board accepted the manager’s report.

2015 BRWD Mid-Year Budget Performance Summary

	Jan - Jun 15	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	25,000.00	0.00	0.00
415 - Jobbing	61,587.75	47,556.41	100,000.00
419 - Interest Income	858.14	305.66	750.00
461 - Revenue Accounts	1,348,118.66	1,369,868.81	2,452,994.00
Total Income	<u>1,435,564.55</u>	<u>1,417,730.88</u>	<u>2,553,744.00</u>
Gross Profit	1,435,564.55	1,417,730.88	2,553,744.00
Expense			
403-Depreciation Expense	261,000.00	249,999.96	520,770.65
407-Amoritization Expense	0.00	0.00	0.00
408 -- Taxes other than Income	22,487.60	22,013.46	46,000.00

427-Interest Expense	106,967.87	44,775.91	206,949.14
601 - Wages	255,872.27	247,913.98	508,123.20
603 - Trustee Fees	9,183.84	9,703.68	9,703.68
604 - Employee Pen. & Benefits	181,241.38	191,392.01	368,673.89
615 - Electricity	28,817.13	29,382.19	62,750.00
616 - Generator Fuel	589.80	678.75	750.00
618 - Chemicals	19,643.33	21,002.27	47,800.00
620 - Materials & Supplies	93,186.46	195,027.40	328,001.00
620.7 - Postage	630.62	0.00	0.00
631 - Contr.-Engineering	11,408.01	9,139.14	12,500.00
632 - Contr. Accounting	42,042.50	44,786.29	73,000.00
633 - Contr. Legal	358.90	10,814.41	20,000.00
634 - Other Professional Fees	29,345.27	6,741.01	20,000.00
635 - Contr-Other	88,982.44	97,471.19	170,250.00
642 - Rental of Equipment	450.00	1,058.82	2,000.00
650 - Transportation	12,712.56	22,090.38	46,000.00
656 - Insurance-Vehicles	2,414.50	0.00	0.00
657 - Insurance - Gen. Liab.	27,624.50	10,966.48	22,000.00
658 - Insurance-Workers Comp.	9,607.70	5,831.03	6,000.00
660 - Advertising	444.00	0.00	0.00
667 - Regulatory Expense	10,391.00	14,560.46	20,000.00
675 - Misc. Expenses	6,727.58	5,317.31	8,250.00
Total Expense	1,222,129.26	1,240,666.13	2,499,521.56
Net Ordinary Income	213,435.29	177,064.75	54,222.44
Net Income	213,435.29	177,064.75	54,222.44

- a. **Water Rate Review** – The manager reported that it was his and Maine Water Company’s (MWC) goal to have the rate review complete by the next meeting. The manager informed the board that he had received a solicitation letter from the Maine Rural Water Association (MRWA) for the service the previous week. The manager stated he would keep MRWA in mind for the solicitation of services prior to commencing a rate case should it be necessary.
- b. **On-Line Bill Pay & Presentation** - The manager stated that the Customer Services Representative and Northern Data Systems were progressing smoothly in this effort with the “go live” date targeted for 1 November 2015.

5. **WATERSHED REPORT** - The manager reported that the Natural Resources Program Manager (NRPM) was working on three (3) grants actively. The manager informed the board that the district had been awarded a \$10,000.00 *Lake Friendly Grant* by the Maine Department of Environmental Protection (DEP) which would be used to augment the match funds for the district's lake grant program for private land owners to correct specific problems as previously outlined in *the Adams Pond & Knickerbocker Lake Watershed Protection Plan*. In addition to this funding the manager reported that the NRPM had applied for a Land Acquisition Grant for the purpose of purchasing the 63-acre Hamrin property located off of Adams Pond Road in the Adams Pond watershed for \$75,000.00.

In addition the manager reported the NRPM and Dirigo Engineering were putting together the application for the DEP funded Section 319 Grant Application with a value of \$75,000.00. The due date for the application was "soon" but not yet announced.

The manager reported that the NRPM had informed him of an e-mail of intent by Mr. Dave Chapman to sell his home and auto repair business to the district located within the Knickerbocker Lake watershed and headwaters. The manager had no specifics for any offer but reported that he was informed that the property was listed for \$140,000 before being removed from the market. The manager stated that if the board pursued this property purchase that it was his recommendation that this be a "flip property" in that the district purchase the property, remove the business grandfather from the property, perform any clean-up that may or may not be necessary and market the property as a single family dwelling. The board informed the manager that they would be interested in a proposal from Mr. Chapman and to have that message relayed to him.

The manager concluded the report by informing the board that the 25th Annual Knickerbocker Lake Association (KLA) meeting was scheduled for 3 August 2015 at 1900 hr. at Camp Knickerbocker. The manager stated that he, the NRPM and the Chief Treatment Plant Operator (CTPO) would be in attendance with the NRPM providing the group a presentation. The manager inquired from the board if it was their wish to become corporate members of the KLA for the corporate rate of \$50.00/year. The board instructed the manager to enroll the district as a corporate member of the KLA.

Trustee Gamage motioned, Trustee Reed second, vote unanimous

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.
 - a. **Human Resources** – The manager had nothing new to report with regard to this.
 - b. **Fire Hydrant Operations Training** – the manager reported this to be in-process.
7. **TREATMENT DIVISION** - The manager reported the district began withdrawing water from Knickerbocker Lake on 18 July 2015. Weekly withdrawals were being recorded on district's website (www.bbrwd.org) and Facebook page each Monday morning during the withdrawal period. The manager provided the board the following table illustrating withdrawals up to 26 July 2015.

As-of Date	Weekly Withdrawal	Total Withdrawal	NRPA Remaining
11-Jul-15	0	0	51,500,000
18-Jul-15	4,642,800	4,642,800	46,857,200
25-Jul-15	5,841,800	10,484,600	41,015,400

The manager went on to report that since switching to Knickerbocker Lake the raw water quality for treatment had deteriorated. Clarifier efficiency was now at 91% with filter efficiency at 87% on a timed basis. Correspondingly sodium hydroxide consumption is up 62% with aluminum sulfate up 35%. Our finish water production was up nearly 100,000 gallons per day on average as compared to the same time in 2014 at 841,000 gallons per day.

The manager informed the board that the backwash waste water pump issue previously reported had been resolved with a blocked inlet as the culprit.

E-coli & coliform sampling for Knickerbocker had begun with a status report for the trustees at the 11 August 2015 meeting forthcoming.

8. DISTRIBUTION DIVISION (DD) - The manager reported that midway through the tourist season the district had added 22 new service connections system-wide and since the last meeting we have added 2. Albion Road, Sawyers Island, Boothbay landowners, located on the furthest tip of Sawyers Island, have applied for a 900-foot water main extension to be completed as soon as practicable. Funding for the project is forthcoming. Job orders were including 29 active Digsafe requests since the previous meeting.

- a. **Meter Upgrade Project Phase I** – The manager reported that since the previous meeting 53 EBB meters had been upgraded.
- b. **Cross-Connection Control** – Testing was reported to be currently up-to-date.
- c. **North Adams Pond Draft Site** – The manager had nothing new to report.

9. SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT -

- a. **Contract #1 – Tank Site Prep, Road & Water Main** – Complete.
- b. **Contract #2 – Water Main Installation Project** – the manager reported that minor punch list items remained and provided the board with Complaint #8 from 48 Plummer Road, Southport which related to minor structural damage due to blasting. The manager reported that the complaint had been routed through Dirigo Engineering and was now in the hands of Crooker Construction for resolution.
- c. **Contract #3 – Tank Installation Project** – As of close of business that day, the manager reported that DN Tanks would have poured all of the sections for the walls and will be letting them cure and pass compression testing, had poured the base of the tank, and had poured the roof panels. Construction of the tank was scheduled to begin within following two-weeks.

- d. **Contract #4 – USDA FORCE Account Project** – The manager reported that on 23 July 2015 he had received the plans and specifications for contract #4 for the contractor’s portion of the project. He reported to the board that he had hand-delivered the specifications to Hagar Enterprises, Damariscotta; E.M. Wood Construction, Boothbay and N Reny Construction, Boothbay and had informed all three both in writing and in person that the bid opening was scheduled to be on 25 August 2015 at 1900 hr. The specification for the parts and pieces was still going through USDA and he would be sending that out to three-vendors once received.

10. **CAMPBELL STREET LOOPING PROJECT** – The manager reported that since the previous trustee meeting the High Street water main had been installed, pressure tested and biologically cleared with all services reinstalled. From a structural perspective, the project was reported to be complete. The manager reported that the district lost two construction days tracking down a leak which was found on the existing spur from Atlantic Avenue, on existing ductile iron main directly under new storm drainage installed in 2013.

The remaining tasks include landscaping and paving. The paving was expected to be completed early the following week. Once completed it was the manager’s intent to petition the SRF to close out the bond. Because of the tight timing the final progress/pay meeting for this project will occur at 1400 hr. 13 August 2015.

11. **FIVE RIVERS** – The manager informed the board that he would be reviewing engineering capacity development proposals with the other superintendents/general managers later that week and reports to the board the findings of the Council.
12. **GIS PROJECT** – The manager reported that since the previous meeting, Barters Island, Sawyers Island, Hodgdon Island, Samoset Road, Lakeside Road and half of McKown Point had been completely mapped with McKown Point anticipated to be completed by weeks end. With that that remained was one seasonal route in Boothbay and Boothbay Harbor to be completed with the technician responsible for that route. Over 90% of the swing tie books have been digitized and were considered complete. Seventy five percent (75%) of the wetland mapping had been completed in the Adams Pond watershed. Once the seasonal system was completely mapped the intern would attack the Knickerbocker Lake watershed.

13. **LAND ACQUISITION PROPOSAL** –(See Section 4, WATERSHED REPORT)

14. The meeting was adjourned at 1940 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler

Manager

PAGE LEFT INTENTIONALLY BLANK