

22 September 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 SEPTEMBER 2015**

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 Reed, Boothbay Harbor (Clerk); Trustee Marston, At-Large; Trustee Climo, Southport; Jonathan Ziegler, Manager. **Guest:** Harry Dudley, Mariner Way, East Boothbay; Nick MacPhee, Mariner Way, East Boothbay; Bill Pearson, Boothbay Register. **Absent:** Trustee Higgins, Boothbay.

1. The board approved the minutes for 25 August 2015 without revision.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 25 August 2015 & 1 September were approved.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
3. The **Transactions** for 24 August 2015 through 4 September 2015 were approved.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
4. **PUBLIC COMMENT** – Mr. Dudley and Mr. MacPhee petitioned the board to consider replacing what they believed to be the public water main serving several residences with year-round service off of the Rout 97 water main near “*Thrill Hill*” in East Boothbay. The gentlemen reported chronic low pressure, periodic dirty water and suspected the water main was leaking. The manager informed the board that he was “being hit cold” by this situation and that Mariner Way water main was not currently in the district’s inventory as a public water main. The board instructed the manager to investigate the situation and present a full report to the board as to status and strategy at the 22 September 2015 board meeting. The manager confirmed with Mr. Dudley and Mr. MacPhee that he would be on-site the morning of 11 September 2015.
5. **FINANCIAL** – The manager provided the board with Cash Account Status Report as of 31 August 2015 (see Table 1).
 - a. **Preliminary Water Rate Review** –the manager reported that he had met with Mr. Greg Leighton and Mr. Rick Knowlton of the Maine water Company (MWC) on 27 August 2015 and reported the meeting to be very enlightening. The manager then went on to describe that he, the customer services representative and personnel from MWC were working on a new rate structure. At a minimum the district must reapportion the fire protection charges between the three towns immediately upon completion of Southport Contract #4. In addition there would be other non-rate issues that would have to be addressed by the Maine public Utilities Commission (PUC) at that time as well. The manager anticipated a full public proposal within the next month or so.

Table 1

BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 31 August 2015	
Account	Balance
Business Checking	\$ 39,454.09
Deposit Sweep Account	\$ 649,750.79
Liquidity Total	\$ 689,204.88
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 14,248.00
Land Acquisition Fund	\$ 240,533.67
Capital Reinvestment Fund	\$ 100,497.61
Mt Dora Easement Escrow	\$ 4,753.12
EBB Upgrade 91-20	\$ 24,933.19
Bank of Maine Unemployment CD	\$ 10,314.87
Designated Fund Total	\$ 395,280.46
TOTAL CASH RESERVES	\$ 1,084,485.34

- b. **On-Line Bill Pay & Presentation** – The manager reported that the vendor had been on-site and provided the most of the necessary changes to the software to accomplish this tasking. Training was reported to have stood at 50% complete. There was no change to the expected 1 October launch date.
 - c. **SOS Android Application** – This application had been ordered and the implementation process had begun. The manager estimated the project was approximately 25% complete. Trustee Marston and Reed instructed the manager to provide a demonstration for the board soon after implementation is complete.
6. **WATERSHED** – The manager reported that all previously reported efforts were in process and moving forward. There were five Lake Friendly Grants currently in-process with three completed. The Natural Resources Program Manager (NRPM) was scheduled to provide a more detailed report at the 22 September 2015 meeting.
7. **SAFETY & TRAINING UPDATE** – The manager reported no accidents, safety violations or missed inspections during the previous period.
- a. **Human Resources** – Nothing new to report in the previous period. .
 - b. **Fire Hydrant Operations Training** – Nothing new to report in the previous period.
8. **TREATMENT DIVISION** – The manager reported regular Knickerbocker Lake withdrawals were concluded on 29 August 2015 and provided the board with an accounting of the season’s withdrawals (see Table 2).

Table 2

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
1-Aug-15	6,184,300	16,668,900	34,831,100
8-Aug-15	7,512,200	24,181,100	27,318,900
15-Aug-15	7,007,600	31,188,700	20,311,300
22-Aug-15	6,989,000	38,177,700	13,322,300
29-Aug-15	6,845,600	45,023,300	6,476,700

The manager went on to describe that since reverting to Adams Pond for raw water, the clarifier efficiency was now back to 100% and filter efficiency had improved to 95% on a timed basis. Concurrently there had been a 20% reduction in sodium hydroxide and aluminum sulfate consumption rates now that the district was using Adams Pond.

The district's finish water production remained up nearly 100,000 gallons per day on average as compared to the same period in 2014 and it appears sales looked to be strong. The district's finish water production was averaging 815,800 gallons-per- day.

The manager concluded his report by informing the board as was typical for late-August; the finish water had taken on an earthy-musty taste. The root of this problem was strongly suspected to be a species of moss that naturally grows in Adams Pond. As with each year the manager expected the nuisance taste and odor would last another two to three weeks. The water quality, other than a slight blemish in aesthetics, currently was still fully safe to drink and fell well within all parameters spelled out in state and federal regulations

9. **DISTRIBUTION DIVISION** - Hydrant maintenance remained in full swing with many hydrants being operated and receiving corrosion control maintenance. Chairman Pinkham instructed the manager to have fire hydrant #026, located on Oak Street in Boothbay Harbor raised being his determination that it was too low to serve any function for fire-fighting.

Vice Chairman Gamage instructed the manager to pass along his appreciation to the Assistant Distribution Foreman, Trevor Morin and Utilities Technician, Mike Hills for their excellent response and recovery to two separate main breaks or leaks in Southport on the seasonal water distribution system. Trustee Gamage stated that both did outstanding work showing pride and professionalism. The manager responded by stating he would pass long these observations at the next staff meeting.

The manager informed the board that the 900- ft. Albion Road Water Main Extension Project had been completed by district personnel on 28 August 2015. The main was constructed of materials consistent to district policies, fabricated with superior workmanship, successfully passed pressure testing, was bacteriologically cleared and the district had been fully compensated for its installation for which he recommended accept the new main. The board accepted the new water main.

Trustee Climo motioned, Trustee Marston second, vote: unanimous

Cross-Connection Control (CCC) – The CCC program was reported to be up-to-date with seasonal cross-connection control surveys in process. Trustee Gamage asked about a situation concerning a home owner’s association dock in Southport for which the manager requested and received a continuation on the topic until the 22 September 2014 trustee meeting.

North Adams Pond Draft Site –the manager reported that since the previous meeting he had met with Dirigo Engineering and described a compromise position for the installation of drafting equipment will better serve the regions fire departments. A revised plan was being completed and will be sent to the fire chiefs for review.

10. SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT –

Contract #1 – Tank Site Prep, Road & Water Main – Project Complete.

Contract #2 – Water Main Installation Project – Project Complete.

Contract #3 – Tank Installation Project – The manager presented the board the following 8 September 2015 status report provided by Dirigo Engineering:

Good morning Jon.

DN Tank is on schedule. Completed work includes:

- *interior pressure washed*
- *wall slots pressure washed*
- *wire winding done*
- *ladder and arena pads formed*
- *preparing today to do final shotcrete coat tomorrow.*
- *Exterior painting to be done in the spring.*

*Allen Knowles
Dirigo Engineering
Fairfield, Maine*

The manager went on to describe that upon the advice of Dirigo Engineering he had approved a plan for DN Tanks to paint the tank next spring. This is being done due to the time of year and in the long-term would yield a better product.

Contract #4 – USDA FORCE Account Project – On 3 September 2015 the contract was signed to proceed with work pertaining to Contract #4 with E.M.Wood Construction. The project was scheduled to start 21 September 2015 with pipe installed by 15 October 2015.

11. **CAMPBELL STREET AND HIGHLAND PARK LOOPING** – The final pay requisition had been submitted for review and the manager expected the project would be closed out within the week.
12. **5 RIVERS REGIONAL WATER COUNCIL** - On 27 August 2015 Five Rivers selected Wright-Pierce to complete the 20 to 50-year regional plan. Work would commence on 10 September 2015 at a kick-off meeting at Brunswick Topsham Water District.
13. **GIS PROJECT**- The manager reported the distribution Foreman had been working with Wright-Pierce in Topsham with the full maps now at about 95% complete. Wright-Pierce was working with NDS for the final link-up for the system which would potentially meet its full potential within the quarter.
14. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The manager presented the board with a 2016 State Revolving Fund (SRF) application for the project. The manager reminded the board that the district did not have any commitment to perform this project by applying for the low interest loan and could withdraw from the project right up to the day of award. The board approved the filing for \$242,400.00 in SRF funding.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
15. The board went into executive session pursuant to 1 M.R.S.A. §405(6) (F), *Discussing Confidential Records* at 1931 hr.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
16. The board came out of executive session at 1934 hr.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
17. The meeting was adjourned at 1935 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

PAGE LEFT INTENTIONALLY BLANK