

8 December 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 24 NOVEMBER 2015**

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 Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 10 November 2015 without revision.
Trustee Gamage motioned, Trustee Lewis second, vote unanimous
2. The **Payroll** for weeks ending 10 November 2015 & 17 November 2015 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 9 November 2015 through 20 November 2015 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. **FINANCIAL** – The manager provided the board *with Profit/Loss Budget Performance Summary as of 31 October 2015* (see Table 1.)
 - a. **Cash flow and Billing Status Report** - The manager reported that the cash-flow situation was much improved with November billing totaling over \$540,000.00 which was beginning to show up in accounts receivable via paper check, cash or electronic transfer. The manager reported that he would be transferring the \$100,000.00 taken from the district's Capital Reinvestment Account, back in by mid-December to make the year-end accounting deadline.
 - b. **Preliminary Water Rate Review** – the manager reported that this effort is very active. Since the previous meeting there had been much information transmitted to Maine Water Company (MWC) with the manager reporting he had a conference the following day with the goal of finalization of the new fire protection rate allocation and new rate strategy.
 - c. **2016 Budget Progress Report** – The manager reported that much effort had been put into effort. He re-reported that he had met with Osman-Page the previous week and was cleaning up the uncategorized accounts and working on projected totals for the end of the year. After reviewing maintenance figures and working with staff, the manager reported that he had met with O'Connor GMC with a few scenarios for truck replacement in process. The manager anticipated grant revenue for safety equipment acquisitions. The manager stated that it was his goal to have the 2016 draft budget in the trustee's hands for review the week of 14 December 2015.

Table 1.

	Oct 15	Budget	Jan - Oct 15	YTD Budget	Annual Budget
Income					
414-Gain on Sale-Misc Inc.	0.00	0.00	25,000.00	0.00	0.00
415 - Jobbing	6,398.60	6,911.40	83,328.93	84,681.01	100,000.00
419 - Interest Income	91.90	41.61	1,661.63	531.75	750.00
460-RD Grant Revenue (RD)	175,092.65		1,146,096.44		
461 - Revenue Accounts	79,320.53	269,869.00	1,846,598.07	2,062,630.99	2,452,994.00
Total Income	260,903.68	276,822.01	3,102,685.07	2,147,843.75	2,553,744.00
Gross Profit	260,903.68	276,822.01	3,102,685.07	2,147,843.75	2,553,744.00
Expense					
222.2 Software Lease	0.00		25.00		
403-Depreciation Expense	43,500.00	41,666.66	435,000.00	416,666.60	520,770.65
407-Amoritization Expense	0.00	0.00	0.00	0.00	0.00
408 -- Taxes other than Income	4,516.83	4,571.70	39,272.40	38,103.20	46,000.00
427-Interest Expense	16,880.19	25,852.63	185,281.34	157,446.79	206,949.14
601 - Wages	51,468.07	47,870.95	449,501.38	422,469.53	508,123.20
603 - Trustee Fees	0.00	0.00	9,183.84	9,703.68	9,703.68
604 - Employee Pen. & Benefits	27,699.34	31,360.34	287,594.54	313,266.59	368,673.89
615 - Electricity	2,303.09	4,623.03	55,450.54	54,311.56	62,750.00
616 - Generator Fuel	0.00	0.00	589.80	715.71	750.00
618 - Chemicals	3,653.44	4,115.76	32,926.33	43,524.96	47,800.00
620 - Materials & Supplies	12,797.45	17,031.32	155,082.17	306,188.88	328,001.00
620.7 - Postage	160.62	0.00	1,056.00	0.00	0.00
631 - Contr.-Engineering	250.00	271.50	13,774.65	10,773.85	12,500.00
632 - Contr. Accounting	3,500.00	4,491.24	56,042.50	63,033.64	73,000.00
633 - Contr. Legal	0.00	2,520.36	1,398.40	18,086.55	20,000.00
634 - Other Professional Fees	3,369.70	1,154.13	39,297.12	13,433.93	20,000.00
635 - Contr-Other	12,696.34	21,001.42	149,064.90	160,141.60	170,250.00
642 - Rental of Equipments	0.00	941.18	450.00	2,000.00	2,000.00
650 - Transportation	3,834.98	9,275.24	21,990.67	43,248.63	46,000.00
656 - Insurance-Vehicles	0.00	0.00	2,414.50	0.00	0.00
657 - Insurance - Gen. Liab.	0.00	0.00	27,624.50	22,000.00	22,000.00
658 - Insurance-Workers Comp.	1,552.65	1,315.70	12,713.00	6,000.00	6,000.00
660 - Advertising	0.00	0.00	444.00	0.00	0.00
667 - Regulatory Expense	0.00	0.00	15,580.60	19,244.07	20,000.00
675 - Misc. Expenses	602.23	336.40	8,862.40	6,572.05	8,250.00
680.00 - Uncategorized	0.00		0.00		
Total Expense	188,784.93	218,399.56	2,000,620.58	2,126,931.82	2,499,521.56
Net Income	72,118.75	58,422.45	1,102,064.49	20,911.93	54,222.44

5. **NATURAL RESOURCES PROGRAM UPDATE** – The Natural Resources Program Manager (NRPM) is continuing with stated and directed objectives as previously reported. On 13 November, the manager reported that he and the NRPM met with Mr. Dan Bryer, Town Manager, Boothbay, and discussed the proposed amended copy of the CEO agreement distributed to the trustees the previous meeting. We have tentatively agreed to move forward with a few nuances. These include:

- The district will take over maintenance of ditches and culverts for Adams Pond Road and parts of Back River Road because the towns performance has been poor in the past;
- The town will do regular inspections and reviews of all activities within the two watersheds;
- We will reserve the right to renegotiate after one-year.

Storm water management work had been completed at the YMCA campground with the Lake Friendly Grant invoice pending.

6. **SAFETY & TRAINING UPDATE** – The manager reported no accidents, safety violations or missed inspections during the previous period.

- d. **Human Resources** – The manager was beginning to compile the annual employee evaluations with all to be completed by 18 December 2015.
- e. **Fire Hydrant Operations Training** – The manager verified with the Chairman and Vice-Chairman that the training provided by the district to the regions fire-fighters met their expectations; both stated that it had.
- f. **Maine Rural Water Association Annual Conference** – The annual conference was December 9 & 10 and will be held at the Bangor Auditorium. The manager stated that he was splitting the force so there would be transport to and from Bangor each day. The awards are on the 9th with the taste test is on the 10th. As of the meeting Chairman Pinkham would be representing the district trustees on 9 December 2015.

7. **TREATMENT DIVISION (TD)** – The manager reported that clarifier and filter efficiency both remained at 100% with chemical additions remaining unchanged. Average flow was down to 0.2877 MGD which was on par with the previous year. Raw water quality was good with low turbidity and good stability.

The TD were now in winter cycling with regard to the Pinkham and Thompson tanks cycling 6 ft. /day instead of the summer 10 ft. /day with mixers up and running. Water quality was very good in the distribution system with good chlorine residual throughout the network. The manager went on to inform the board that the district was bleeding, in total, 70,200 gallons per day system wide and were reevaluating flow rates weekly based on chlorine residual and aesthetics.

The Teloger installed at the pump station at Knickerbocker Lake was pulled earlier that day with the data now being compiled for the Knickerbocker Lake NRPA Annual Report, due at the Maine Department of Environmental Protection (DEP) 31 December 2015.

8. **DISTRIBUTION DIVISION (DD)** The board was informed that the seasonal shutdown process was completed 17 November 2015. Since final shutdown several defects were found in the distribution system at a high priority due to abnormally good weather. The manager stated that during that week two valve packages at the year-round/seasonal interfaces had been replaced with a shutdown in service, coordinated with DMR, on McKown Point Road occurring that day. There exists a lengthy backlog of box/rod replacements that were also in full swing. All plow units have been tested and are ready for foul weather.

9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT –**

Contract #3 – Tank Installation Project – – The security fence installation was nearing completion with the Thompson Standpipe and as of that morning, the gates were present but not installed. On 20 November 2015 The Vice Chairman and the manager purchased a new skiff for approximately \$1,540.00 as authorized previously by the board, which was delivered to the landowner whose skiff was destroyed by the negligence of Crooker Construction the previous winter and of which Crooker Construction did not make the land owner whole to reasonable standards. The district has been reimbursed by the landowner the settlement received from Crooker Construction’s insurance carrier of the amount \$550.00.

10. **5 RIVERS REGIONAL WATER COUNCIL** – The group met with Wright-Pierce earlier that day with the manager unable to attend, he would pass along updates as they became available.

11. **GIS PROJECT**- Complete and in maintenance mode.

12. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The manager informed the board that the district had been awarded \$242,400 under the SRF program, of which \$12,120.00 is principal forgiveness (grant). The manager informed the board that the next target date was 31 December 2015 at which time the district needed to send a conformation of interest or forgo the offer. At that Trustee Gamage motioned to proceed with the board approving the measure

Trustee Gamage motioned, Trustee Climo second, vote: unanimous

13. **MARINER WAY INVESTIGATION & RECOMMENDATIONS** - Trustee Gamage motioned to include the replacement of this water main be bundled with the already scheduled Barlow Hill Water Main Replacement Project for a 2018 construction date. The board approved the measure.

Trustee Gamage motioned, Trustee Climo second, vote: unanimous

14. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that he had met with Knickerbocker Group and Sebago Technics on 18 November 2015 and outlined district policies and procedures. He presented the board a mosaic of disjointed drawings thus far. The target date for completion of Phase II was June 2017.

15. The meeting was adjourned at 1835 hr.

Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

PAGE LEFT INTENTIONALLY BLANK

