

23 February 2016

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 FEBRUARY 2016**

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 Marston, At-Large; Trustee Climo, Southport; Trustee Lewis, Boothbay (Treasurer); Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 12 January 2016 without revision.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 26 January 2016 & 2 February 2016 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
3. The **Transactions** for 25 January 2016 through 5 February 2016 were approved.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*
4. **FINANCIAL** – The manager provided the board Table 1 is the *Cash Account Status Report as of 9 February 2016*.

Table 1

<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 9 February 2016</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$28,119.90
Deposit Sweep Account	\$147,452.27
<b>Liquidity Total</b>	<b>\$ 175,572.17</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$16,269.51
Land Acquisition Fund	\$240,715.54
Capital Reinvestment Fund	\$100,560.03
Mt Dora Easement Escrow	\$ 4,758.38
EBB Upgrade 91-20	\$31,140.21
Bank of Maine Unemployment CD	\$ 10,345.16
<b>Designated Fund Total</b>	<b>\$ 403,788.83</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 579,361.00</b>

- a. **Preliminary Water Rate Review** –The manager stated he was behind and hoped to have the submission complete by the end of the week. .

- b. **SRF Bond Bank Application** –The bond was approved by the Maine Bond Bank 3 February 2016.
  
- 5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager reported no change in status since the previous meeting.
  
- 6. **SAFETY & TRAINING UPDATE** – the manager reported no injuries or violations reported in the previous period.
  - c. **Human Resources** – the district had begun the pre-work with the summer intern so that she can hit the ground running in June.
  
  - d. **Operator Training** – Training scheduling was reported to be in process.
  
  - e. **Customer Service Redundancy** – The manager informed the board that Utilities Technician Mike Hills continued his assigned cross-training as a back-up customer services representative and was mastering all of the functions on that side of the financial house. The manager stated “He is doing an excellent job!”
  
- 7. **TREATMENT DIVISION (TD)** – The manager informed the board that clarifier and filter efficiency were at 91% and 83% respectively with all chemical addition rates remaining unchanged from the previous report.
 

Average flow remained relatively unchanged from the previous period, averaging 0.3364 MGD which was consistent with the same period in 2015.

All bleeders remain monitored and all have legal chlorine residual. The system continues to bleed approximately 71,000 gallons per day being recorded as process water with excellent water quality reported throughout the system.

Corrosion control within the pipe gallery was complete with the remainder of the filter waste system’s new coat for paint “in-process”.

Utilities Technician, Weston Alley served his first tour as “on-call” treatment plant operator without incident. The on-call rotation now stands at 4 for treatment and 4 for distribution leaving plenty of redundancy to weather most emergencies from here on out.
  
- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported that winter operations continue. Since the previous meeting the DD had responded to 15 DigSafe mark outs, with no water main breaks or other emergencies reported. The manager informed the board that the district had received 300 new water meters for the 2016 *Phase II Water Meter Replacement Project*. Recent storms required personnel to concentrate on snow removal for all of the physical plant as well as all of the systems hydrants.
  
- 9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager had nothing new to report.

- 10. PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT –** Please see 19 **FINANCIAL, SRF Bond Bank Application**, for current status on project funding. The manager then reported that ledge probes were completed on the westerly side of Route 238 which revealed a difference in estimated ledge removal costs, as compared to routing the main on the easterly side of Route 238 to be approximately \$4,800.00. The manager directed Dirigo Engineering to move the water main to the westerly side of the road, create 4-bid packages (one for us and one each for Reny Construction, E.M. Wood Construction & Hagar Construction). The manager reported that once ready he would hand deliver bid packages to each contractor. The manager informed the board that the bid opening was set for the first order of business of the 22 March 2016 trustee meeting. The road opening permit with DOT was currently in the process of being submitted. The board asked the manager to confirm the construction window for which the manager replied the construction window was set for 1 May 2016 to 15 June 2016.
- 11. BOOTHBAY HARBOR COUNTRY CLUB, PHASE II –** The manager reported that Wright-Pierce would be submitting to Sebago Technics the technical specifications for the booster pump station and the associated PRV station needed for the project of which had already been technically approved by the district.
- 12. SYSTEM CONSOLIDATION GRANT AVAILABILITY –** The manager informed the board that he had met with Dirigo Engineering on 28 January 2016 and toured the site. The manager stated that he had reviewed the procedures for the system consolidation grant and the mechanism for remuneration of funding to the district. In order for the district to receive any grant funding the system being merged has to be tied in, up and running with the smaller system then abandoned and cancelled from a regulatory perspective. For this project that means the Southport Central School has to be tied into the district and the current water source abandoned before the district will receive its 75% matching funds. To protect the rate-payers a formal agreement has to be made with someone to cover the grant funding in the case of any possible political reversal post-project. However unlikely the manager was pursuing that agreement.
- The manager relayed that he had contacted the Southport Central School principal who put him in contact with the Superintendent, who referred him to the Southport Board of Selectman who, when we met last Wednesday night introduced me to the chairman of the school board. There is an agreement in principle with regard to this project between the district and the Southport School Board.
- Verrill Dana was drawing up the agreement now which once executed we will pursue the next step of grant funding/timing.
- 13. HIGH LEDGE SUBDIVISION –**Then manager had nothing new to report.
- 14. LINEKIN BAY RESORTS –** The manager reported that Knickerbocker Group remained silent as to the status of this project.
- 15. BIGELOW LABORATORY WATER MAIN EXTENSION –** The manager reported that Knickerbocker Group remained silent as to the status of this project.

16. **CONCERNS OF BRIAN MACDONALD** – The manager provided the board the following in writing

*“Mr. MacDonald stopped at the last trustee meeting while the board was in executive session. Rather than wait for the board to come out of executive session he stated he would contact me with his concerns. Mr. MacDonald called me the next day and we discussed a proposal by him of the board to initiate and or support an effort to dredge the two channels separating outer Knickerbocker Lake (Y-Camp side) with the main water body. He is quite correct the siltation in those channels is severe making them nearly unnavigable. I told Mr. MacDonald that I supported that idea but did not have any idea of the “who”, “what” and “how” to get it done. I told him I would bring his concerns and feelings to the board, in writing; at the next meeting Mr. MacDonald concluded his remarks to me by instructing me to pass to the board his observation that the board of trustees and the district are doing an excellent job, of which I thanked him.”*

17. **BOOTHBAY BOTANICAL GARDENS EXPANSION** – The manager discussed with the board that the Boothbay Harbor Sewer District superintendent and he had met with the town manager of Boothbay for what was to be a short meeting concerning the utilities stance concerning the two maintaining “paper streets” of which both utilities were against any town giving up any right-of-ways.

The next three and half hours of the that meeting was devoted to a myriad of issues, chief among them being the Botanical Gardens Expansion and the need for infrastructure to the site (water, sewer & roads). The sewer district superintendent and the manager suggested to the town that due to the potential job growth for this project that the town of Boothbay would be a great candidate for a sizable community development block grant (CDBG). The manager stated that the utilities were now assisting the town in exploring this endeavor. Out of the district’s general engineering account Dirigo Engineering was performed a preliminary cost estimate to run utilities to the botanical gardens.

Wright-Pierce was reported to be on the payroll of the Botanical Gardens and even though they were quite interested in providing the district with all engineering services, which is clearly unethical due to their arrangement with the Botanical Gardens, Dirigo Engineering would represent the district should this project move forward.

18. **DRAFT TESTIMONY** – The manager provided the board a rough draft of testimony with regard to legislation currently being considered by the legislature which for the district would prohibit trustees of the Boothbay Region Water District to participate in district proceedings remotely (i.e. Skype). The manager stated that this testimony had been reviewed by the Maine Water Utilities Association and that the district would testify in opposition to this movement. The board discussed various points for the manager to include with regard to this testimony.

19. The meeting was adjourned at 1838 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager



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