

8 March 2016

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 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 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 23 February 2016 without revision.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 23 February 2016 & 1 March 2016 were approved.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
3. The **Transactions** for 22 February 2016 through 4 March 2016 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
4. **FINANCIAL** – The manager reported that Osman Page had still not caught up with the backlog of work and therefore the *January Budget Performance Summary* was again unavailable. The manager also had not received an up-to-date report on the district’s cash position but did report that it remained “strong for this time of year”.
  - a. **Audit Update** – The annual audit was reported to have been completed during the week of 22 February 2016 with auditors on-site for only three days. The exit interview indicated no substantive issues, with only an accounting of employees vacation leave during the last two-days of 2015 in dispute. The books were reported to be balanced with no issues reported concerning cash management controls or warrant management. No fraud was indicated. The final report would be ready sometime within the next two to three months.
5. **NATURAL RESOURCES PROGRAM UPDATE** – The Purchase and Sales (P&S) Agreement with the Hamrins required non-substantive changes, and rejections at the request of the seller. It was the managers intent to sign a smooth P&S upon his return from vacation on 21 March 2016, contingent upon no further substantive changes requiring board approval for spending.

A grant application with the Maine Drinking Water Program (DWP) for source water protection was in process with funding for improvements to district lands off of Adams Pond Road, and long neglected pollution sources under the purview of the town of Boothbay, to be addressed if funded.

The *Adams Pond & Knickerbocker Lake Water Quality Report and Sampling Protocol* were finalized in the previous period and had been submitted to Maine Department of Environmental Protection (DEP). Special emphasis on understanding the levels of total organic carbon (TOC) loading for Adams Pond and Knickerbocker Lake was ongoing. The Section 319 grant application is due 30 March 2016.

6. **SAFETY & TRAINING UPDATE** – the manager reported no injuries or violations reported in the previous period with the SHAPE application reported to be still “in-process”.

b. **Human Resources** – Nothing new to report.

c. **Training Update** – The following training efforts were underway:

1. *Class I and II Distribution Training* with Maine Rural Water Association which was now complete as of that day. The two new operators would be sitting for their first round of exams soon;
2. *Hands-on Respiratory Protection & Use of Fire Extinguishers* was scheduled for 9 March 2016 (all DD & TD personnel);
3. *Forklift Operator Certification* was scheduled for 9 March 2016 (Simmons, Campbell, Timberlake & Orne); and
4. *Work-Zone Traffic Control Refresher* (all DD & TD personnel) and *Excavator Competent Person* (Timberlake, Simmons), 23 March 2016.

7. **TREATMENT DIVISION (TD)** – The manager reported clarifier and filter efficiency are at 91% and 90% respectively with all chemical addition rates remaining unchanged.

Average flow remained steady averaging 0.3388 MGD which was consistent with the same period in 2015. The increased flow in the high pressure zone as reported during the previous trustee meeting was identified as a major domestic malfunction downstream of the customers meter due to freezing.

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

The previously reported oversized chemical injectors were revamped in pipe gallery, most notably the ammonium sulfate injector, requiring the plant to be taken off line for several hours. The project was completed without incident.

The ceilings of the treatment plant, chemical rooms and garage were in process for painting.

Corrosion control on the filter waste piping system was now complete with a new protective coating installed.

The day-tanks and appurtenances for the sodium silicate system as well as the aluminum sulfate system were on back order. The electricians had made their annual inspections, tightened all connections and tested all motors as well as have installed electrical take-offs for the new transfer pumps and OSHA compliant chemical handling controls.

The chief treatment plant operator (CTPO) was responsible for organizing the DD & TD divisions for a trash collection effort along Route 27 and Adams Pond. This effort will take place during late March.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that work continued on seasonal water main rehabilitation and improvement including the replacement of valves, fusing in-place repairs removing existing Dresser couplings and addition of many blow-offs. With the weather allowing this effort on the seasonal water system work the Phase II Water Meter Replacement Project had been “put on the back burner”; nonetheless 40-meters had been upgraded over the previous month.

Chuck Fuller is making preparations to rework the Barters Island feedline and repair the existing break in the main. At this report Trustee Lewis inquired whether or not the water district was taking into consideration the bridge scheduled to be constructed by the Maine Department of Transportation. The manager replied that he did not have an answer for this, thanked trustee Lewis for bringing this potential conflict to his attention and would pursue an answer shortly after his return from vacation.

Since the previous trustee meeting the district has responded to 15 Digsafe job orders, with the March meter reading complete and all backflow tests reported as current.

On 4 March 2016 the DD completed repairs on the service line to Lobsterman’s Co-Op with a leaky joint on the districts side. The leak was sizable, wasting an estimated 15,000 gallons per-day. The leak was found during routine main listening.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that he had met with the council at Wright-Pierce 28 February 2016. The final report was now being drafted and would be released later this month.
10. **LAND ACQUISITION UPDATE** – The manager requested an executive session pursuant to 1 M.R.S.A. §405(6) (D) *Acquisition of Real Property* which was granted later in the meeting.
11. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The plans and specifications for the project were officially amended on 7 March 2016 to allow the contractor to move the water main away from the edge of the road into the westerly lane of Route 238 with a pay-limit for paving and road reconstruction extended to the centerline. The amendment was sent via e-mail to invited contractors as well as hand delivered by the manager to Mr. Seth Hagar, Hagar Enterprises, Mr. Eric Wood, E.M. Wood Construction and Ms. Amy Reny, N. Reny Construction.
12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – the manager reported Wright-Pierce was awaiting the final go ahead by developer to proceed with final design and submission. The project had been scaled back but the backbone for future expansion was a priority of the developer.
13. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – The manager reported the grant application would be filed by months end, Dirigo was still working out issues.
14. **HIGH LEDGE SUBDIVISION** –Then manager had nothing new to report.
15. **LINEKIN BAY RESORTS** – The manager reported the developer had applied for a water main extension but as of yet, no plans or specifications had been submitted.

16. **BIGELOW LABORATORY WATER MAIN EXTENSION** – The manager provided the board with preliminary plans and specifications of a proposed water main extension. The manager reported he had notified Bigelow that the paperwork and process with the district for a water main extension needs to be executed before any further action is taken.
17. **BOOTHBAY BOTANICAL GARDENS EXPANSION** – Nothing new to report.
18. **TENANT ISSUES AND MARKETING UPDATE FOR THOMPSON & PINKHAM STANDPIPES** - The manager reported ATT will be adding 3 radios to their array with their agreement amended to pay the district an additional \$200/month for that privilege. The site manager reports very serious interested in other carriers to locate on the Pinkham Standpipe and Thompson Standpipe.
19. **LD-1586 TESTIMONY & STATUS REPORT** – As directed the manager reported that he had delivered testimony as the General Manager of the Boothbay Region Water District and board member of the 5-Rivers Regional Water Council. He reported that he believed he gave relevant and direct testimony. The current status of the bill was ADR (anticipated divided report).
20. The board went into executive session pursuant to 1 M.R.S.A. §405(6) (D) *Acquisition of Real Property* at 1830 hr.  
*Trustee Climo motioned, Trustee Lewis second, vote: unanimous*
21. The board came out of executive session at 1838 hr.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*
22. The meeting was adjourned at 1839 hr.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager

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