

10 May 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 APRIL 2016**

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:** None. **Absent:** None.

1. The board approved the minutes for 12 April 2016 without revision.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 12 April 2016 & 19 April 2016 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 11 April 2016 through 22 April 2016 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager provided the board *BRWD March 2016 Budget Performance Summary* (see Table 1) *BRWD Cash Status Account as of 26 April 2016* (see table 2)

Table 1

	Mar 16	Budget	Jan - Mar 16	Budget	Annual Budget
Ordinary Income/Expense					
Income					
415 - Jobbing	8,184.05	8,411.20	16,873.74	19,270.00	100,000.00
419 - Interest Income	72.59	45.69	238.77	145.14	1,000.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00		6,847.65		
461 - Revenue Accounts	40,713.42	45,587.23	392,993.59	404,429.55	2,465,082.78
Total Income	48,970.06	54,044.12	416,953.75	423,844.69	2,566,082.78
Gross Profit	48,970.06	54,044.12	416,953.75	423,844.69	2,566,082.78
Expense					
403-Depreciation Expense	50,000.00	56,666.00	147,500.00	169,998.00	680,000.00
408 -- Taxes other than Income	4,446.58		11,948.02		
427-Interest Expense	22,970.55	23,769.80	69,791.63	71,309.40	288,952.12
601 - Wages	51,607.25	45,460.55	135,887.82	140,086.17	575,173.44
603 - Trustee Fees	0.00	9,723.09	0.00	9,723.09	9,723.09
604 - Employee Pen. & Benefits	27,783.72	21,814.03	85,282.83	84,948.57	324,471.34
615 - Electricity	5,102.62	4,997.20	8,430.07	14,996.61	66,523.90
616 - Generator Fuel	0.00	0.00	0.00	656.56	750.00
618 - Chemicals	11,802.35	4,961.49	12,646.61	5,365.50	37,171.57

620 - Materials & Supplies	23,599.85	15,770.05	51,754.03	40,351.61	215,250.00
631 - Contr.-Engineering	2,289.00	1,756.77	3,439.54	5,714.98	15,000.00
632 - Contr. Accounting	12,500.00	52,052.01	20,655.00	54,552.01	70,000.00
633 - Contr. Legal	211.00	-1,130.97	523.50	0.00	5,000.00
634 - Other Professional Fees	1,909.74	1,739.74	7,409.64	7,805.54	40,000.00
635 - Contr-Other	11,323.38	8,251.13	25,776.57	33,070.54	197,450.00
642 - Rental of Equipment	60.00	0.00	398.48	0.00	1,000.00
650 - Transportation	2,904.50	998.21	6,263.27	3,774.36	32,650.00
656 - Insurance-Vehicles	0.00	0.00	0.00	2,600.00	2,600.00
657 - Insurance - Gen. Liab.	0.00	0.00	15,282.00	13,403.86	30,000.00
658 - Insurance-Workers Comp.	0.00	0.00	4,793.20	6,649.19	13,000.00
660 - Advertising	0.00	0.00	120.00	0.00	500.00
667 - Regulatory Expense	779.79	0.00	1,474.37	0.00	18,000.00
675 - Misc. Expenses	671.05	872.53	2,581.84	7,531.08	13,179.17
Total Expense	229,961.38	247,701.63	611,958.42	672,537.07	2,636,394.63
Net Ordinary Income	180,991.32	193,657.51	195,004.67	248,692.38	-70,311.85
Net Income	180,991.32	193,657.51	195,004.67	248,692.38	-70,311.85

Table 2.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 12 April 2016	
Account	Balance
Business Checking	\$ 25,058.47
Deposit Sweep Account	\$ 290,734.01
Liquidity Total	\$ 315,792.48
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 16,273.51
Land Acquisition Fund	\$ 240,774.74
Capital Reinvestment Fund	\$ 100,584.76
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 31,147.86
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 403,981.03
TOTAL CASH RESERVES	\$ 719,773.51

Billing for Routes 3,4,13 to be sent 1 May 2016 is \$300,726.78

- NATURAL RESOURCES PROGRAM UPDATE** – The manager provided no change in status since the previous report.

6. **SAFETY & TRAINING UPDATE** – The manager reported to the board and incident which occurred on 25 April 2016 where one employee was injured in an accident involving a handheld grinder in the garage. The employee was taken to St Andrews Urgent Care and received five stitches. He is now on light duty with the injury referred to workman’s compensation and was not considered a “lost work time” injury.
 - a. **Human Resources (HR)** – The manager informed the board that documentation of injury described above gathered by a full HR investigation was in-process. All required notifications had been completed with the injury referred to workers compensation.
 - b. **Training Update** – Nothing new to report:

7. **TREATMENT DIVISION (TD)** – The manager reported that clarifier and filter efficiency were both at 100% with chemical additions remaining unchanged from the previous report.

Average flow remained steady averaging 0.4063 MGD which, the manager pointed out, was reasonable for the time of year. During the past period the manager reported that the district peaked production so far for the year at 0.9432 MGD due to disinfecting and flushing the seasonal water system. With the seasonal system up and running it was reported that the district was now on two filter operations this week.

Adams Pond remained at maximum capacity of 228 MG.

The manager informed the board that the analysis to support the request for redundancy in drive computers for the SCADA System was incomplete and will be presented at the next meeting.

The day tank installation for the sodium silicate system and aluminum sulfate system were complete and would go on-line on 1 May 2016.

8. **DISTRIBUTION DIVISION (DD)** – The manager stated that the DD completed seasonal turn-on 20 April 2016. The daily website matrix & Facebook updates were reported to have been well received. The manager stated “*The DD did a fantastic job getting the seasonal system up and running*”. Vice Chairman Gamage went on record by assuring the rate-payers that the district shows no favoritism in turning on its customers stating he was among the last of the customers to have seasonal water service.

The manager went on to inform the board that in addition to turn-on time demands the DD ended up straddled with 119 DigSafe requests which required an additional 1.5 man-weeks to complete during the heart of turn-on. The board inquired as to the severe uptick in Digsafe request for which the manager stated largely stemmed from the Maine Department of Transportation (DOT) installing hundreds of signs to support the upcoming summer paving program.

9. **5 RIVERS REGIONAL WATER COUNCIL** – the manager informed the board that a trustee dinner meeting was being organized at the Kennebec Tavern where the regional plan would be unveiled in a presentation by Wright-Pierce Engineering. The board instructed the manager to keep them informed.

10. **LAND ACQUISITION UPDATE** – Nothing new

11. **CAPE NEWAGEN ROAD WATER MAIN LOOPING PROJECT** – The manager reported that the project was still on schedule for 2 May 2016 start date. The manager informed the board that the eight-inch high density polyethylene (HDPE) pipe would be moved to the construction site during the week following with welding to begin shortly thereafter. It was the manager’s intent to be ready to hit the ground running when Hagar Enterprises mobilized for the project. Lastly the manager reported that all of the permits were in-place.
12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager informed the board that he had been working with Wright-Pierce to complete the final touches for the booster pump station with the remainder of the plans and specifications all reviewed and approved. The manager stated he was trying to schedule a meeting with Knickerbocker Group to discuss a construction schedule and complete the remaining paperwork.
13. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – The manager stated that since the previous meeting the survey of the potential construction area has been completed by Dirigo Engineering. A cost estimate had been completed and submitted to the Maine Drinking Water Program (DWP) of which the manager presented a copy to each board member.

The manager then went on to discuss further DWP requirements the district would have to conform with in order to use a FORCE Account; most notably the board must approve wage and equipment rates. The manager presented prepared billing rates which he explained were based on actual, what is allowed by the DWP and/or comparable rates for like equipment and labor. The manager formally requested of the board approval, for the consolidation project only, the rates below. *Estimated BRWD Equipment Cost - Southport School Consolidation Project* (see Table 3) & *Estimated BRWD Labor - Southport School Consolidation Project* (see Table 4)

Table 3

Estimated BRWD Equipment Cost – Southport School Consolidation Project		
Equipment Cost	Per Day	Project
Tracked 12” McElroy	\$ 360.00	\$ 5,400.00
Backhoe	\$ 150.00	\$ 2,250.00
Construction Trailer	\$ 80.00	\$ 1,200.00
TOTAL EST. EQUIPMENT		\$ 8,850.00

Table 4

Estimated BRWD Labor - Southport School Consolidation Project					
Position	Regular Rate	Overtime Rate	Total Regular Man-hours	Total OT Man-hours	Total Cost
Utilities Technician	\$ 35.88	\$ 53.82	240	60	\$ 11,840.40
Distribution Foreman	\$ 48.40	\$ 72.59	120	30	\$ 7,985.70
TOTAL EST. LABOR					\$ 19,826.10

After discussion the board approved the above rate tables.

Trustee Climo motioned, Trustee Reed second, vote unanimous

14. **LINEKIN BAY RESORTS** – No change in status
15. **BIGELOW LABORATORY WATER MAIN EXTENSION** – The manager reported that on 25 April 2016 he met with Bigelow staff that initiated a request for main extension and deposited \$1,000.00. The manager informed the board that he was waiting for drawings. Crooker Construction was selected by Bigelow to complete the water main installation.
16. **BOOTHBAY BOTANICAL GARDENS EXPANSION** – Nothing new to report.
17. The meeting was adjourned at 1929 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager