

14 June 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 MAY 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. ELECTION REPORT – The manager reported that he had verified with the towns of Boothbay and Boothbay Harbor that both Jon Lewis (Boothbay) and Harry Pinkham (Boothbay Harbor) had been re-elected trustees.
2. Trustee Pinkham was elected Chairman
Trustee Climo motioned, Trustee Reed second, vote unanimous
3. Trustee Gamage was elected Vice-Chairman
Trustee Climo motioned, Trustee Reed second, vote unanimous
4. Trustee Reed was elected Clerk
Trustee Lewis motioned, Trustee Climo second, vote unanimous
5. Trustee Lewis was elected Treasurer
Trustee Pinkham motioned, Trustee Climo second, vote unanimous
6. The board approved the minutes for 26 April 2016 without revision.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
7. The **Payroll** for weeks ending 26 April 2016 & 3 May 2016 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
8. The **Transactions** for 25 April 2016 through 6 May 2016 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous

FINANCIAL – The manager provided the board with a report of the following:

- a. **Rate Review** - The manager reported that he was initiating the rate case to align fire protection and completing the litany of paperwork for the surcharge program. The manager stated that the district was within a good time frame to meet its commitments with regard to rates as planned.
- b. **Cross Training** – The manager reported that the Customer Services Representative was intensively training Utilities Technician Hills in the office functions with Mr. Hills becoming very proficient with all facets of the accounts receivable/customer service functions for the district. The manager stated that the district was achieving true redundancy with the customer service representative position.

- a. **Vehicle Replacement** – The manager requested trustee assistance and conformation to purchase two new vehicles, as already approved under the 2016 Budget, on a negotiated basis through O'Connor Chevrolet. The district was granted access to purchase our vehicles under the current State of Maine procurement bid, which has been awarded to O'Connor's. Trustee Pinkham and Gamage stated they would accompany the manager to procure two vehicles after their personal seasonal start-up commitments were completed.

9. **NATURAL RESOURCES PROGRAM UPDATE** – The manager relayed that the district had received word from the Maine Department of Health and Human Services, Drinking Water Program (DWP) that the application for a Source Water Protection Grant to help finance pollution reduction projects along Adams Pond Road, to be completed by the district personnel, has been approved for \$10,000.00. The design being refined with the district now in the process for permitting with construction to begin mid to late summer.

The Section 319 Grant Application request for proposal (RFP) had not been issued by the Maine Department of Environmental Protection (DEP) but the district was ready to go when it was.

The Natural Resources Program Manager (NRPM) was completing the restoration plan for the Hamrin property acquisition which would be submitted to the Nature Conservancy for acceptance. This tasking was ongoing and would be completed this by 31 May 2016. It was reported that the district was awaiting legal documents from the Hamrin's without which the district could not close on the property. The closing was tentatively slated for the end of June.

10. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – The injury report that was required because of the injury sustained on 25 April 2016 as a result of metal grinding operations was completed and submitted within legal timeframes. As a result of the investigation the district adopted a new procedure for using a hand grinder for metal with new stowage requirements of the grinders and additional PPE requirements.
 - b. **Training Update** – On 27 April 2016 New England Water and Wastewater Training Associates (NEWTTA) provided training for staff. Topics covered were:
 - Work Zone Safety Certification for all distribution and treatment personnel including a practical exam; and
 - BRWD policy and procedures when handling, cutting and stowing powered hand grinder.
11. **TREATMENT DIVISION (TD)** – The manager reported that clarifier and filter efficiency remain at 100% with chemical addition ratios unchanged from the previous report.

Average flow for the previous period, as compared to 2015 is down significantly with 2016 averaging 0.3684 MGD as compared to 0.4279 MGD in 2015. The TD was trying a new strategy to see if the marginal cost of water could be reduced with faster fill rates and shorter fill cycles which in theory should use less electricity. The marginal cost of water is calculated specifically by the cost of chemicals and electricity.

The manager reported nominal rise in disinfection by-product (DBP) formation and suspected it may be related to water age. To lower the age of the water in the system, the TD was now using more of the storage on a daily basis meaning all of the standpipes were being allowed to cycle as deep as possible without causing pressure problems with customers at higher elevations. To minimize the runtimes, and keep optimum water quality within the distribution system the TD had increased average flow by 20%.

Adams Pond remained at maximum capacity of 228 MG.

The Knickerbocker and Adams Pond docks had been installed, with the sampling boats serviced, repaired, registered and launched. The NRPM had revised the sampling plan, with environmental sampling scheduled to start momentarily.

12. **DISTRIBUTION DIVISION (DD)** – The DD was reported to have been extremely busy since the previous meeting. The DD as of that afternoon was reported to be current with DigSafe mark outs.

Meter reading for the month had already been completed, getting it off of the plate prior to the commencement of the NEWAGEN ROAD WATER MAIN LOOPING PROJECT scheduled to begin any day.

13. **5 RIVERS REGIONAL WATER COUNCIL** – The manager informed the board that he was meeting later this week with the group with the date for the annual trustee dinner and conference scheduled for 17 May 2016 at the Kennebec Tavern in Bath. The manager informed the board that the dinner was free to trustees and Wright-Pierce would be presenting the results of the regional studies. Trustees Pinkham, Gamage and Reed informed the manager that they would be in attendance.

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

15. **CAPE NEWAGEN ROAD WATER MAIN LOOPING PROJECT** – The manager reported that this project started one-week late but had hit the ground running. On 6 May 2016 test pits were performed to ascertain present condition of already installed piping which allowed for a slight deviation in how to approach the project ultimately saving money for the district. On 9 May 2016 the project began at the northerly terminus of the project area wherein the valve packages were installed. That day started at 0600 hr. for staff and was concluded at 2300hr. but because two customers had to be left with no water, work continued until completion. At the end of the day the following infrastructure was installed::

- 4 – eight-inch valves;
- 1 – six-inch valve;
- 4 – new year round services;
- 1 –hydrant assembly; and
- 3 – Electrofusion couplings

The town of Southport had authorized the district to begin work each day at 0600 hr. This deviation was at the request of Hagar Enterprises for which district personnel could support. As of that morning the manager reported work had begun with the installation of water main in a southerly direction along Cape Newagen Road.

16. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that he and the distribution foreman had met with Knickerbocker Group the previous week and all seemed to be in order. The contractor had already begun clearing with a yet to be scheduled pre-construction meeting to come. All plans were in order and the manager had been requested to submit a bill to Knickerbocker Group to clear all outstanding balances held by the district (i.e. Wright-Pierce) associated with this project.
17. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – The manager reported that he was awaiting final prices for the project. Ledge probes will begin as soon as the Cape Newagen Road blasting was completed. The state road opening permit for this activity had already been obtained.
18. **LINEKIN BAY RESORTS** – No change in status
19. **BIGELOW LABORATORY WATER MAIN EXTENSION** – The manager had received drawings from Bigelow which were under review. Then manager would have an authorization to construct request at the next meeting.
20. **BOOTHBAY BOTANICAL GARDENS EXPANSION** – Nothing new to report.
21. **NEW BUSINESS** - The board instructed the manager to revive and complete the Fire Department Access Project at the Adams Pond Dam.
22. The meeting was adjourned at 1930 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES