

23 August 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 AUGUST 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 26 July 2016 with revisions.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 26 July 2016 & 2 August 2016 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 25 July 2016 through 5 August 2016 were approved.
Trustee Lewis motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager presented the board with Table 1. *BRWD Cash Account Status Report as of 9 August 2016*

Table 1

BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 August 2016	
Account	Balance
Business Checking	\$ 27,060.87
Deposit Sweep Account	\$ 240,201.67
Liquidity Total	\$ 267,262.54
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 16,281.65
Land Acquisition Fund	\$ 115,871.07
Capital Reinvestment Fund	\$ 633.02
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 31,163.44
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 179,149.34
TOTAL CASH RESERVES	\$ 446,411.88

- a. **System Development Surcharge** – The manager reported that this effort remained on-schedule. The manager relayed that he had had a teleconference with the Maine Water Company (MWC) and has subsequently provided them with financial information needed for the surcharge filing. Table 2 *Boothbay Region Water District MWC Data Call II* is a listing of eligible projects the district can use in determining surcharges to fund depreciation and or bond payments.

Table 2

Boothbay Region Water District MWC Data Call II				
Project In-Service	Start Date	Completion Date	Depreciation (yrs)	Total Cost of Project
MBB - Highland Park/Campbell St.	1-Aug-14	27-May-15	HDPE Pipe	\$ 675,750.00
MBB - Pinkham Standpipe Rehab	18-Oct-14	22-Jun-15	20	\$ 89,090.10
RD - Southport Interconnection Contract #1	7-Nov-14	18-Dec-14	PVC Pipe	\$ 267,869.25
RD - Southport Interconnection Contract #2	1-May-15	2-Jul-15	PVC Pipe	\$ 1,729,563.90
RD - Southport Interconnection Contract #3	1-Sep-15	12-Jul-16	50	\$ 977,160.00
MBB - Cape Newagen Looping	10-May-16	9-Jun-16	HDPE Pipe	\$ 253,464.36
Southport School Consolidation	14-Jun-16	29-Jul-16	HDPE Pipe	\$ 158,057.75

- b. **Fire Protection Rate Realignment Filing** – The manager reported that this rate case was on course with no complaints by the public or public advocate.
- c. **Billing** – The district was now collecting payments on August’s billing of \$332,405.87. Billing for September was not yet complete with thirty percent of Route #3 (generally the western areas of Boothbay Harbor) still needed to be read.
- d. **Vehicle Replacement** – The manager reported that on 29 July 2016 the district took delivery for one (1) *AWD Chevrolet Traverse* for the price of \$27,510.00 paid by district check. This vehicle replaced the *2004 Dodge Caravan* that had been assigned to the admin division with the new vehicle now registered and insured and the old van taken off the district’s insurance and no longer registered. The new Traverse was an excellent replacement vehicle and it was the managers hope that it would serve as long and as well as the van.

The manager then presented to the board an offer for the *2004 Dodge Caravan* internally for \$800.00 cash. The Kelly Bluebook value as a trade was \$900.00 and somewhere under \$1,781.00 private sale. The manager recommended to the board considering the time and energy needed to sell a vehicle, the vehicles fair to poor condition and the relative low value of the van as it sits, that the district accept the offer of \$800.00 and liquidate the fully depreciated vehicle now. The board approved the manger’s request.

Trustee Marston motioned, Trustee Climo second, vote unanimous

5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager provided the board a report prepared by the natural resources program manager (NRPM) outlining the following efforts:

1) Hamrin-MNRCP grant: Our environmental assessment of the property has been accepted by The Nature Conservancy and a check for \$64,400 is on its way to us. We responded to some minor comments on our work plan and resubmitted it last week. Once that is accepted, we will be receiving another check for \$8,100.

DEP approved our permit-by-rule application for the stream restoration work and we are now scheduled to complete the work the week of September 6. BRWD crew will work with John Field and we expect the project to take two days.

2) CDC grant for Adams Pond Road erosion control work: DEP approved our permit-by-rule application for this project and the crew will begin this project soon.

3) Knickerbocker Lake Association annual meeting will be held August 22 at Watershed Tavern. Jon Ziegler, John Orne, Maya Schwehm and I will attend and will update on our lake/ watershed work.

4) Paul Hunt, Portland Water District, will be the featured speaker at the Boothbay Region Land Trust's annual meeting at Linekin Bay Resort on September 1. Hunt will give a version of his trees to tap watershed conservation talk and how PWD partners with local land trusts to conserve land. BRCTV will video talk. Our watershed video played at Harbor Theater all last week, prior to Star Trek.

As directed, the manager amended his report of 26 July 2016 with regard to the water district contributing a donation to the Maine Volunteer Lake Monitoring Program (VLMP), by recommending the board accept staff's request that the district donate to the VLMP a sum of no greater than \$200.00. The board approved the donation.

Trustee Marston motioned, Trustee Gamage second, vote unanimous

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources** – Nothing new to report
 - b. **Training Update** – Nothing new to report
7. **TREATMENT DIVISION (TD)** – Over the previous period clarifier efficiency had dropped to 87% while filter efficiency has dropped to 91% efficiency. Key chemical additions remain below what would be expected due to high incoming water quality.

Average flow for the previous period, as compared to 2015 remained well elevated, averaging 1.0207MGD.

- a. **Water Reserve Report** - Adams Pond usable capacity equaled 204.7 MG. With current weather conditions the manager reported that Adams Pond was losing 4.2 MG per week to evaporation. The report of 189 MG, as stated in Managers Report 26 June 2016 was in error.

- b. **Drought Monitor** – The Boothbay region remained in a *D1- Moderate Drought*. However the *D2- Severe Drought* conditions reported on 26 July 2016 which were limited to a portion of York County had expanded to include a large portion of Cumberland County with full expectations that the designation for the Boothbay region may degrade by the next meeting. According to NOAA estimates, the agency remained steadfast; forecasting drought conditions likely to persist through 31 October 2016.

- 8. **DISTRIBUTION DIVISION (DD)** – Since the previous meeting the DD had completed 21 Digsafe work orders and 1 new service installations with 3 new service applications in process. Cross-connection control testing for August was complete. 48 meter upgrades had been completed with a hard emphasis on system maintenance ongoing.
- 9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report
- 10. **LAND ACQUISITION UPDATE** – See 6. **NATURAL RESOURCES PROGRAM UPDATE.**
- 11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Construction remained ongoing with the new water main nearly completed. The booster pump station construction had not commenced and was now scheduled to begin mid-September.
- 12. **SYSTEM CONSOLIDATION PROJECT** – The manager reported that on 29 July 2016 the “golden spike” had been driven with the service connection for the Southport School established and the well completely disassociated from the school. That day, as promised to the Maine Department of Health and Human Services, Center for Disease Control, Drinking Water Program (DWP) the manager posted not only the required photographs but a narrative thanking the DWP for their support with this project. On 29 July 2016 the DWP submitted a request for our \$100,000.00 grant payout.

Since that week the contractor and our engineer had developed and completed a punch list with the final overlay completed earlier that day

The manager went on to describe how Hagar Enterprises had apparently found a loophole in the contract allowing them to, in some cases, triple bill trenches with multiple services of which the district did 100% of the pipework. This and a series of what appeared to be excessive material charges had led to a greatly inflated final pay request

The manager stated “*Dirigo Engineering was working with Hagar Enterprises to bring their expectation for compensation back to earth*”. The manager then stated that it was his intent if a rational charge could not be agreed to.

- 13. **BIGELOW LABORATORY WATER MAIN EXTENSION** – The manager reported that the construction of the 800-foot, eight-inch HDPE water main was completed 1 August 2016. The water main installation was inspected by the Distribution Foreman and deemed to be a satisfactory. The water main has been bacteriologically cleared by the district and successfully passed the required pressure tests per AWWA and BRWD standards. Lastly the manager informed the board that Bigelow’s engineer provided the district with “as-built” plans that when cross referenced with the Distribution Foreman’s notes appeared to be fair and accurate.

Bigelow Laboratory had met all district requirements for successfully installing this water main with the manager recommending to the board that the board accept this new water main extension. The board accepted the new water main.

Trustee Climo motioned, Trustee Gamage second, vote unanimous

14. **BOOTHBAY BOTANICAL GARDENS EXPANSION** — The manager informed the board that he had been asked to attend a meeting on 18 August 2016 at the Boothbay Botanical Gardens with Adam Harkins, Facilities Manager, Botanical Gardens; Jan Woodman P.E., Wright-Pierce; Dan Bryer, town manager, town of Boothbay; and Bill Cullina, Executive Director, Botanical Gardens to discuss water system expansion, grant funding.
15. **ADAMS POND FIRE DEPARTMENT ACCESS PROJECT** – Quote packages had been completed and distributed to the district's three preferred earthwork contractors. The quote packages were due at noon on 23 April 2016 with the bid opening to occur later that evening at the trustees meeting.
16. **AMBULANCE BARN WATER & FIRE SERVICES** – The manager informed the board that the district would be assisting E.M. Wood Construction at the PUC approved jobbing rates with the fusing and installation of a 2-inch HDPE domestic water service and a 6 – inch HDPE fire suppression service within the next period. The manager explained his decision to sub-contract this function to ensure a quality, long lasting and non-leaking installation completed at no cost to the rate payers.
17. **ED JEWITT SUBDIVISION WATER MAIN PROJECT** - The manager informed the board that the district would be assisting Mr. Ed Jewitt at the PUC approved jobbing rates with the fusing and installation of a 150-foot 6 – inch HDPE water main with the installation of 5 services to serve his approved subdivision off of Cape Newagen Road in Southport. As with above sub-contracting district services for this scope of a water main extension was in the best interest of the rate-payers. When completed the manager stated there would be no cost incurred to the rate payers.
18. **OLD STONEWALL WATER MAIN EXTENSION PROJECT**– A residents group had applied for a 1,900 – foot seasonal water main extension along Old Stonewall Road in Sprucewold, Boothbay Harbor. The paperwork, and required payments to the district were nearly in order and the residents would like it constructed and in service for the 2017 summer season. The manager informed the board that this project would be completed shortly after shutdown. This project would straighten out a handful of services and add five new customers.
- 19.
20. The meeting was adjourned at 1930 hr.

Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager