

24 January 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 JANUARY 2017**

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:** Ms. Sue Mello, Natural Resource Program Manager (NRPM). **Absent:** None.

1. The board approved the minutes for 27 December 2016 without revisions.
Trustee Climo motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 27 December 2016 and 3 January 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 26 December 2016 through 6 January 2016 were approved
Trustee Climo motioned, Trustee Reed second, vote unanimous
4. **FINANCIAL** – The manager presented the board with Table 1. *Boothbay Region Water District Cash Account Status Report as of 10 January 2017*. Both sinking fund accounts listed had been fully restored with another to be created for the most recent RD loan for the Southport Consolidation Project requiring just over \$9,300.00 for funding.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 January 2017	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 76,882.03
Liquidity Total	\$ 101,882.03
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,302.47
Land Acquisition Fund	\$ 14.62
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,364.76
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 70,883.18
TOTAL CASH RESERVES	\$ 172,765.21

5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by NRPM:

1) CMBG:

- *Verrill Dana has prepared an appeal of the planning board decision which must be submitted by 14-Jan. Draft attached.*
- *Verrill Dana has prepared an estimate of costs associated with various levels of action relative to this project. Attached.*
- *DHHS has granted us the opportunity to review Coastal Maine Botanical Garden (CMBG)'s wastewater disposal plan. Dirigo Engineering is helping us with that review.*
- *CMBG has begun clearing, blasting, grubbing soils, under a permit granted by CEO. No sediment or erosion controls were in place as of last Friday, after over more than a full week of work including a 0.8 inch rainfall day.*
- *Planning board approval required CMBG to develop a storm water monitoring plan that is acceptable to Town and BRWD within 60 days of permit. So far no word on that.*
- *On 6-January-2017, we started water sampling for phosphorus and nitrogen in three streams within this drainage area, two of which will be directly affected by CMBG proposal and one that will not.*
- *Our commentary in Boothbay Register was generally well-received and although this project has been a downer for us it has been a good opportunity to raise awareness of need for water supply/watershed protection.*

2) Land acquisition policy/fundraising: Watershed/water quality protection can be best assured by buying and preserving key watershed parcels. We need to be more proactive in seeking land and the money to pay for it. I will have a draft policy, including draft land prioritization for next trustees meeting.

3) Relationship with the town CEO remains problematic at times. Office is currently short staffed due to illness. Town manager indicated he was looking to us to define a list of actions so there is no ambiguity in contract expectations.

The manager reported that the town of Boothbay would be advertising for a permanent replacement code enforcement officer (CEO) with the NRPM appointed as the district's representative to observe interviews for the new position. The goal of the town of Boothbay is to have a new CEO in-place during February 2017.

The manager asked for authorization to file the appeal of the planning board's decision issuing a permit to the CMBG based on arguments presented as prepared by the district's attorney. The board authorized the manager to file the appeal with the town of Boothbay.

Trustee Climo motioned, Trustee Reed second, vote unanimous

Trustee Climo motioned to instruct the manager to conduct a "full court press" exposing the CMBG for what they really are, that being a non-profit with no social ties to the Boothbay region, unwilling to bend the slightest or participate jointly with the district to protect the regions water supply. The manager was expose the CMBG's lack of social responsibility and lack of any sense of environmental protection, besides the absolute minimum as publicly stated by their consultant Wright-Pierce Engineering, Topsham, Maine, with any and all media outlets as was possible. The board authorized the instruction. Trustee Marston informed the board he would be calling Don Carrighan and alerting him to environmental destruction and pollution threats to the regions drinking water perpetuated by the CMBG.

Trustee Climo motioned, Trustee Reed second, vote unanimous

The board instructed the manager to reach out to the board of directors of the CMBG to attend a public workshop at the district offices on 17 January 2017 at 1800 hr. to discuss the CMBG problem.

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – W2's are completed and raises have been applied.
 - b. **Training Update** – Mandatory winter safety refresher training began today with Mr. Greg Kidd, New England Water & Wastewater Training Associates (NEWWTA) on-site providing the training. There will be two more sessions to complete the training package which will be held here on 17 January 2017 & 24 January 2017.
7. **TREATMENT DIVISION (TD)** – The manager reported that filter and clarifier efficiency remained at 100% for filter and clarifier performance with chemical additions below average on a per-unit basis.

Average flow for the previous period, as compared to 2015 remains elevated for this time of year at 0.3976 MGD as compared to 0.3153 MGD during the same period in 2016.

Work by the TD on developing formal SOP's remained ongoing with positive progress being made.

Bleeders remained in use.

The 2017 chemical vendor was reported to be Harcross Chemical, winning the 2017 bid handily.

The SCADA redundancy project remained in-process with contractors scheduling still not nailed down.

We were still awaiting a date for the efficiency testing for the district's six vertical turbines used for the treatment plant.

The manager then alerted the board to a situation discovered during normal routine filter maintenance on Filter Unit #2, where an excessive amount of corrosion was detected along the top vertical struts within Clarifier #2. After reviewing the situation the manager reported that he ordered the clarifier media removed via flotation and the clarifier be more closely inspected. After inspection surface rust was detected along with large scale coating loss within Clarifier #2. The manager informed the board that he made the decision to rehab both of the clarifiers. All internal piping was reported in excellent condition with pits discovered in the clarifier floor.

With the treatment staff doubled for winter the TD had begun an overhaul of the clarifier requiring mostly corrosion control. Filter Unit #2 was expected to be down for an additional two-weeks. The manager informed the board that once that clarifier work was complete, along with further minor corrosion control need on the filter, Treatment Unit #2 would be tested and put back on line. The manager stated that Treatment Unit #1 would receive the same level of effort at that point. The manager estimated the impromptu and low cost project would be completed during the first week of February. The material costs for the overhaul are modest with the bulk of the effort being straight time labor.

The manager reported that as a warranty item, Sullivan & Associates replaced the sodium silicate transfer pump the previous day.

Lastly the annual electrical maintenance was being performed by Midcoast Electric and it was expected to be completed this week. The manager reported no major deficiencies.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD had been eviscerated of manpower with two senior utilities technicians assigned to the TD and one being detailed into Admin. With that all job orders were current with some work moving forward with Whiteboard Projects. Routes 3, 4 & 13 have been read with billing ready for 1 February 2017. All required backflow testing is current.
 - a. **Thompson Standpipe Storage Building** – Bath Vocational continues work on this project. The building permit with the town of Southport is behind and will be completed by 13 January 2017.
 - b. **New Building Status Report** - I have contracted with Dirigo engineering to begin the design work for the proposed 2018 Capital Improvement Project. Attached are the two leading locations for a 60 ft. X 80 ft. building recommended by Dirigo to safely meet the needs of the district.
9. **FIVE RIVERS REGIONAL WATER COUNCIL** – Nothing new to report.
10. **LAND ACQUISITION UPDATE** – Nothing new to report
11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The following was an e-mail the manager received concerning the skid mounted booster pump station for this project of which I was cc'd on by Wright-Pierce to Knickerbocker Group:

Danielle/Brent,

I've been working with the pump skid supplier on finalizing equipment scope and cost. We need to do some customizing of the skid equipment to match up with the District's existing equipment. I hope to have their cost proposal finalized for you within the next week or two. I believe this is the last design and cost piece you need with respect to the water supply infrastructure.

Thank you,

Dan

In addition Dirigo Engineering had completed the design and cost estimate for the optional projects to support the roundabout project. The manager requested of the board a commitment either way whether or not to execute one, both or none of the aforementioned projects.

12. **COASTAL MAINE BOTANICAL GARDENS (CMBG) EXPANSION** — See Natural Resources; we have.
 - a. **SRF Application** – Since the last meeting we received notice that the district is first on the SRF Back-up list for Corey Lane with \$758,510.00 requested. If history is any indicator this project will be funded under the SRF program and should dovetail into the boards consideration of the Dirigo package described above.

13. The meeting was adjourned at 1848 hr.

Trustee Climo motioned, Trustee Lewis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager