

8 November 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 25 OCTOBER 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 11 October 2016 without revisions.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 11 October 2016 & 18 October 2016 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 10 October 2016 through 21 October 2016 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
4. **FINANCIAL** – The manager presented the board Table 1. *BRWD Cash Projection through 31 October 2016*

Bank Balance as of 10/24/2016	
Sweep	\$ 104,924.82
Checking	\$ 15,117.24
Total	\$ 120,042.06
Deposit in Transit	\$ 79.98
Outstandings as of 9/30	\$ 1,731.19
Outstanding as of 10/11	\$ 53,685.70
Total	\$ 55,416.89
Actual Balance Per Quick Books	\$ 64,705.15
Warrant (invoices thru 10-19)	\$ 41,672.34
Payroll and ICMA 10-26	\$ 14,000.00
Est. Cash Balance 10-31	\$ 9,032.81
Balance available to draw FNB:	\$ 75,000.00

- a. **Cash Flow Issues** – The manager reported that since the previous meeting all \$200,000.00 of the line of credit had been deposited into the district’s account along with \$75,000.00 of the additional line of commitment provided by *The First*. The manager explained to the board that he felt the cash infusion would be sufficient for the month with a very large customer billing being tabulated which will include public fire protection revenue as well as seasonal overage. The total billing had not been tabulated as of the morning of 25 October 2016.
 - b. **System Development Surcharge** – The manager informed the board that on 25 October 2016 the Maine Public Utilities Commission (PUC) approved the district surcharge filing which was effective as of 1 November 2016.
 - c. **Vehicle Replacement** – On 18 October 2016 the district took delivery of the new replacement GMC 2500 Diesel service truck for \$51,143.00. The manager requested guidance as to how to dispose of the 2006 Chevrolet 1500 currently not in running condition. The board instructed the manager to have the truck looked at as to why it does not run and then post it for sale to the general public.
5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager presented the board with the following report prepared by the Natural Resources Program Manager (NRPM).

We have completed lake sampling for the 2016 season and provided all data to Maine 1 Volunteer Lake Monitoring Program.

working now to define town zoning ordinance recommendations

reviewed and provided public comment to Boothbay planning board on CMBG expansion. Proposal presented to town poorly defined. At least an 850 space parking lot in Knickerbocker Lake watershed in area presently forested and wetlands. Phosphorus export a concern. Planning board seeking better information from applicant and an independent review by outside consultants. In the meantime, we find town CEO has issued a temporary permit for parking that includes forest clearing and wetland fill. We are following up.

Farrin on vacation then CMBG means no action on this to date

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)** – The manager reported that filter and clarifier efficiency remained at 100%. Key chemical additions remained below what would be expected due to high incoming water quality.

Average flow for the previous period, as compared to 2015 was approximately remain significantly above average for this time of year at 0.3723 MGD as compared to 0.2599 MGD during the same period in 2015.

Work by the TD on developing formal SOP's for all regular maintenance evolutions with the SOP's to be laminated and posted at appropriate locations throughout the facility was steady and ongoing.

- a. **Knickerbocker Lake Water Withdrawal Report** – Because of the persistent drought and in an effort to keep Adams Pond as full as possible into the 2016/2017 winter season, the TD went back to Knickerbocker Lake to withdraw its full complement of water as allowed by law. The manager reported that the TD had switched to Knickerbocker Lake on 18 October 2016. As of 23 October 2016 the district extracted 2,615,900 gallons for the previous week, bringing the annual withdrawal total to 45,779,200 gallons of a permitted 51,500,000 gallons.
- b. **Water Reserve Report** - Adams Pond usable capacity had dropped from the previous report of 179.2 MG to 174.9 MG as of this morning.
- c. **Drought Monitor**– Since the previous meeting the Boothbay remained in a D3-*Extreme Drought* condition with all of Maine now in a drought condition on one level or another. The National Oceanographic and Atmospheric Administration (NOAA)'s latest estimates of Boothbay drought conditions remained unchanged at this time with drought expected to persist through the end of the year.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD had prepared for and started seasonal shutdown. As of that morning all meters had been collected, read and properly stored for winter. That morning crews began the process of blowing out the seasonal water mains; a process that should continue for the next few weeks.

The retagging of the Southport meters was completed just prior to shutdown which made reading and storage a significantly easier. All other obligations for this time of year had been met with the winter disposition of the seasonal water system the DD's first priority.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager informed the board that the superintendents would be meeting with the PUC to discuss upcoming legislation tomorrow as an organization. The manager reported at the next meeting should nay positions be reached.
10. **LAND ACQUISITION UPDATE** – See 6. **NATURAL RESOURCES PROGRAM UPDATE.**
11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report
12. **COASTAL MAINE BOTANICAL GARDENS (CMBG) EXPANSION** – The manager reported that on 13 October 2016 the Vice-Chairman, NRPM and he attended the first planning board meeting concerning this \$30,000,000.00 project. According to the board the submission was “full of holes” and “incomplete”. The manager informed the board that within the next few days there would be walkthrough concerning the natural resource disruption and damage proposed. The trustees inquired as to whether the district would have a representative at this meeting to which the manager responded the NRPM had been invited and was planning on attending.

The manager relayed information provided by the NRPM that the CMBG was also proposing diverting an unspecified amount of Knickerbocker Lake watershed to Back River because phosphorous loading would not meet state criteria for discharge to the lake. The manager stated the district was in opposition to this plan.

The manager then reported that it appeared as if the Boothbay CEO issued a permit to the CMBG to allow the filling of 50,000 ft² of Knickerbocker Lake wetland to provide temporary parking for *Gardens a' Glow*. The manager stated he and the NRPM would be meeting with the town manager to see what can be done to reverse decision. The board went into a lengthy discussion on the apparent cavalier attitude of the town and requested of the manager to summons the Boothbay town manager to the 8 November 2016 trustee meeting.

The manager then reported that the case for extending public fire protection to the development had been presented at that meeting. Fire Chief Spofford testified very effectively with Fire Chief Gamage also in attendance, on the need for public fire protection. The manager informed the board that the current submission called for a substandard system that may work well in the bubble of academia but will most likely be ineffective in practical application. The manager stated that the district raised concerns over this matter of public policy and had taken the stand that the CMBG should be compelled to extend public fire protection which constituted approximately 6% of the total budgeted cost of the project thus far.

- a. **System Consolidation Grant** – Once again Wright-Pierce was behind schedule for a report necessary to obtain this award.
- b. **SRF Application** – Submitted and awaiting ranking.
- c. **Community Development Block Grant (CDBG)** – On 20 October the CMBG, Wright-Pierce, CEI and me met to discuss the progress of this effort. The CMBG is hanging its hat on its submission and will participate if the extension is basically paid for with public funds. As described above I am taking a much different approach in that I believe they will be forced to upgrade public infrastructure to a point far exceeding their feeble proposal and the CDBG will pay any costs the district may be required to incur, leaving the balance for the CMBG to sort out.

13. **ADAMS POND FIRE DEPARTMENT ACCESS PROJECT** — This project remained at 75% complete awaiting the steps to be installed. Chairman Pinkham requested of the board to support his plan to pave the gravel apron. The board discussed the merit of extra paving around this facility and ultimately instructed the manager to pave the gravel apron at his convenience and appropriated funding to do so.

Trustee Marston motioned, Trustee Gamage second, vote unanimous

14. **OCEAN RIDGE CONDOMINIUM MAIN EXTENSION PROJECT** – The manager reported that this project was on hold through seasonal shutdown.

15. The meeting was adjourned at 1950 hr.

Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager