

22 November 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 NOVEMBER 2016**

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

1. The board approved the minutes for 25 October 2016 without revisions.
Trustee Climo motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 25 October 2016 & 1 November 2016 were approved.
Trustee Marston motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 24 October 2016 through 4 November 2016 were approved.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
4. **FINANCIAL** – The manager presented the board Table 1 *BRWD Cash Account Status Report as of 8 November 2016*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 8 November 2016	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 36,136.47
Liquidity Total	\$ 61,136.47
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 3.52
Land Acquisition Fund	\$ 14.62
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 4.85
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 15,224.32
TOTAL CASH RESERVES	\$ 76,360.79

- a. **Cash Flow Issues** – The manager reported that despite the low cash balance as illustrated in Table 1, since the last meeting Routes 3, 4 & 13 had been billed for a total of \$353,389.48 and seasonal overage had been billed totaling \$238,908.05 for a total November billing of \$592,297.53 with several large seasonal accounts still to be billed. This money was now beginning to come in. The manager stated that he believed the district was now coming out of the cash flow issue and should be back on somewhat solid footing by months end.

- 5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager presented the board with the following report prepared by the Natural Resources Program Manager (NRPM).

Waiting on Pat Farrin re: property.

Waiting on BRLT for conservation easement. We have provided all documents.

Been knee deep in planning board zoning ordinances overhaul and CMBG review. Planning Board has hired an outside consultant to review CMBG plans, especially relative to DEP phosphorus export voodoo calculation. DEP sold the farm for \$133k and a nice education program on the importance of protecting the kind of wetlands CMBG will be paving over. We are still waiting for CMBG to provide basic documentation on project. Temporary permit issued by CEO was modified to remove all new parking in Knickerbocker Lake watershed. Planning Board to review CMBG application again on 16-November.

Adams Pond Draft site work completed and DEP permit closed.

- 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** – The manager and NRPM were planning on attending a Maine Department of Environmental Protection (DEP) roundtable the following day concerning watershed management.

- 7. **TREATMENT DIVISION (TD)** – The manager reported that filter and clarifier efficiency while withdrawing water from Knickerbocker Lake dropped to 90% for filter performance and 91% for clarifier performance with higher than normal chemical additions due to the elevated turbidity of Knickerbocker Lake. Now back on Adams Pond the water quality was much better with both filter and clarifier efficiency returning to 100%. Key chemical additions were now below what would be expected due to excellent incoming water quality.

Average flow for the previous period, as compared to 2015 is approximately remaining elevated for this time of year at 0.3376 MGD as compared to 0.3040 MGD during the same period in 2015.

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

Table 2 is a listing of district bleeders that went active 1 November 2016 and their flow rates.

\

Table 2 2016/2017 Boothbay Region Water District Bleeder Report				
Date Active	Location	Cubic Feet per Minute (CFM)	Gallons per Minute (GPM)	Gallons per Day (GPD)
1-Nov-16	Kenniston Hill	0.60	4.49	6,463
1-Nov-16	Route 96	1.00	7.48	10,771
1-Nov-16	Murray Hill	1.50	11.22	16,157
1-Nov-16	Cross Road, Southport	2.00	14.96	21,542
1-Nov-16	Lobster Cove	1.40	10.47	15,080
1-Nov-16	Factory Cove	0.40	2.99	4,308
TOTAL				74,321

- a. **Knickerbocker Lake Water Withdrawal Report** – Water withdrawal operations were suspended on 6 November 2016 with the total withdrawn at 50,003,200 gallons of the 51,500,000 gallon withdrawal limit imposed by DEP.
 - b. **Water Reserve Report** – The manager reported that Adams Pond usable capacity had shown improvement from the previous report of 174.9 MG to 189.9 MG as of that morning.
 - c. **Drought Monitor** – Since the previous meeting the Boothbay region has improved from a D3- *Extreme Drought* condition to a D2 – *Severe Drought* condition showing the first reversal in drought condition since May.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD had achieved 95% completion of seasonal shutdown with line blowing operations still moving along on the seasonal distribution system. The DD had identified several deficiencies with the infrastructure, including a broken valve at the end of Atlantic Avenue on the year-round main which will require correction by years end. The manager informed the board that this was rather high priority due to the paving plants traditionally shutting down for the year by Thanksgiving.
- a. **Thompson Family Standpipe Storage Building** – The manager informed the board that the district has a tentative agreement with Bath Vocational to construct a storage shed for the Thompson Family Standpipe at only the cost of materials. Bath Vocational educates many students from Boothbay Region High School making the project a local learning experience. Staff was working out the final plans with construction possibly to begin by month’s end. Once completed, the district will ship the shed to Southport via private carrier and with the DD confirming all height and width requirements necessary for delivery to the Thompson Family Standpipe.
 - b. **Thompson Family Standpipe Security Improvements** - Fencing improvements surrounding the manway at the tank had been completed making it much harder for intruders to gain access to the top of the tank.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that the council had met 27 October 2016 to discuss the recent Notice of Inquiry (NOI) presented to the district by the Maine PUC concerning a data call from the PUC with regard to drought management. It was the overwhelming consensus of the council that the NOI was intended as a precursor by the PUC for levying greater control of district operations statewide in the event of a drought emergency. Since then, with the input of the BRWD trustees the manager answered the compulsory NOI reflecting the views of not only the district, but 5 Rivers as well.

On 19 November 2016 5 Rivers has an audience with the PUC concerning this topic. I will report the findings of that meeting in my next report.

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 the next planning board meeting will be 17 November 2016. The NRPM had made official inquiries on environmental matters of the CMBG, as well as the planning board doing the same and as of the meeting, had received no response.

The manager reported, as directed, he did extend an invitation to the town manager to appear before the board. Because of the election he was unable to make the meeting but would be in attendance at the 22 November 2016 meeting.

- a. **System Consolidation Grant** – Once again in the cavalier Wright-Pierce attitude, they see no big-deal in sitting on this. This will be ready for submission by 14 November 2016 according to Wright-Pierce.
 - b. **SRF Application** – Submitted and awaiting ranking.
 - c. **Community Development Block Grant (CDBG)** – Nothing new to report.
13. **ADAMS POND FIRE DEPARTMENT ACCESS PROJECT** — This project was nearing completion with only the bollards left for installation. The stairs to the dam had been installed and the NRPM was working on the after-action-report as required by the DEP permit-by-rule.
14. **OCEAN RIDGE CONDOMINIUM MAIN EXTENSION PROJECT** – This project was reported to be on-hold through seasonal shutdown. The manager reported the district had submitted, but not received, a road opening permit from the Maine department of Transportation (DOT) for this project which was now a sticking factor. The manager stated that it was his intent to work this project until such time as the paving plants shutdown.

15. The meeting was adjourned at 1823 hr.

Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Jonathan E. Ziegler
General Manager