

27 December 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 DECEMBER 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:** Susan Mello, Natural Resources Program Manager (NRPM); Mr. William Harwood J.D., Verrill & Dana; and Mr. Brian Marshall J.D., Verrill & Dana. **Absent:** None.

1. The board approved the minutes for 22 November 2016 without revisions.
Trustee Climo motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 22 November 2016, 29 November 2016 and 6 December 2016 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 21 November 2016 through 9 December 2016 were approved
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. The board voted to go into executive session Pursuant to 1 M RSA, Chapter 13, Sub. Chap. 1, §405(6) (C) *Acquisition of Real Property* & (E) *Consultation with Attorney* at 1808 hr.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
5. The board voted to come out of executive session at 1905 hr.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
6. **FINANCIAL** – The manager presented the board Table 1. *Boothbay Region Water District Cash Account Status Report as of 13 December 2016*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 December 2016	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 432,063.47
Liquidity Total	\$ 457,063.47
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	\$ 472,287.79

- a. **2017 Budget Proposal** - The manager explained that the 2017 Draft Budget Proposal was currently 40% complete and is scheduled to be hand delivered to the board during the week of 19 December 2017 and hopefully considered by the board starting 27 December 2016 at the next regular meeting. The board instructed the manager to e-mail the draft to them once complete.
- b. **Cash Crunch After Actions** - With now the majority of the seasonal revenue now in hand the manager relayed that it was his intention to close the short-term line of credit for \$75,000.00 and payoff \$100,000.00 on the long-term line of credit to *The First* on 16 December 2016.

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

1) *Hamrin purchase: We submitted the long-term management plan for the 70 acre property acquired under the MNRCP grant and are scheduled to sign and record the conservation easement with the Boothbay Region Land Trust this week. This completes our obligations under this grant and we can expect the final grant disbursement (\$7,100) once both documents have been accepted.*

2) *Coastal Maine Botanical Gardens will be back before the planning board on Thursday 15 December. The big concern is for phosphorus loading from the giant parking lots and wastewater disposal fields into Knickerbocker Lake. They also plan to divert 3.4 acres of KL watershed to Back River (so as to meet the DEP phosphorus load allowance). The Town's independent consultant concluded that DEP overestimated the allowable phosphorus level for the project and CMBG underestimated its phosphorus export because it didn't include wastewater leach fields. Everyone is lawyering up. Verrill Dana attorneys will be at trustees meeting this evening to discuss. Attached is outline provided to Verrill Dana and independent peer review*

*Susan Mello
Natural Resources Program Manager*

8. **SAFETY & TRAINING UPDATE** – The manager reported there have been no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources** – Employee evaluations were reported to be in process with the goal of being completed by 16 December 2016 in accordance with districts labor agreement. The manager presented to the board his 2016 Self Evaluation for consideration at the board’s leisure.
 - b. **Training Update** – The manager reported that he and staff had attended the MWUA Bi-Monthly meeting, held 1 December 2016 at the Harraseeket Inn in Freeport and the MRWA Winter Conference held in Bangor on 7 & 8 December 2016. Many good topics and good training credit hours.

9. **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 remained elevated for the time of year at 0.3522 MGD as compared to 0.3155 MGD during the same period in 2015.

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

Bleeders remain in use with the new Southport bleeder fully operational.

We are currently putting together the 2017 chemical bid package to be let out by months end.

The new hardware for the SCADA redundancy project has been ordered with the project slated to be completed by years end.

- a. **Water Reserve Report** - Adams Pond usable capacity had shown great improvement since the previous report, improving from 189.9 MG to a full to winter level of 230.9 MG.
 - b. **Drought Monitor** – Since the previous meeting the Boothbay region remained in a D2 – *Severe Drought* condition. NOAA estimated the drought would now last into 2017 through February. The board should consider that a snow drought and extreme cold temperatures may cause many breaks and freeze-ups requiring extra labor to correct.
10. **DISTRIBUTION DIVISION (DD)** – the manager reported that since the previous meeting the DD has been concentrating on whiteboard projects fixing valves, boxes and rods etc. All required backflow testing was current with very little new construction to be reported at that time.
- a. **Thompson Standpipe Storage Building** – Materials had been ordered and delivered to Bath Vocational Training Center. The manager stated that he and staff were eagerly awaiting a positive photo op for district and the Boothbay region students. Vice Chairman Gamage reminded the manager that a building permit from the town of Southport still needed to be obtained prior to moving the new building onto the island.

11. **FIVE RIVERS REGIONAL WATER COUNCIL** – Nothing new to report.
12. **LAND ACQUISITION UPDATE** – This topic was discussed earlier in executive session with no action taken.
13. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager relayed that he had met earlier that day with the sewer district, Knickerbocker Group and Sebago Technics concerning the roundabout project. The bid package was going out 1 February 2017 and was fluid as to what will be proposed. The manager stated he would have a more detailed report at the next meeting.
14. **COASTAL MAINE BOTANICAL GARDENS (CMBG) EXPANSION** — This topic was discussed earlier in executive session with no action taken.
15. **OCEAN RIDGE CONDOMINIUM MAIN EXTENSION PROJECT** – The manager reported that this project remained in process with the road crossing attained and infrastructure now out of the public way. Construction would continue as long as weather and manpower continued to be favorable.
16. The meeting was adjourned at 1923 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Jonathan E. Ziegra
General Manager

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