

9 May 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 25 APRIL 2017**

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 April 2017 without revisions.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 11 April 2017 & 18 April 2017 were approved.
Trustee Reed motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 10 April 2017 through 21 April 2017 were approved.
Trustee Reed motioned, Trustee Gamage second, vote unanimous
4. **FINANCIAL** – The manager presented the board with Table 1. *Boothbay Region Water District Cash Account Status Report as of 25 April 2017*, Table 2. *Boothbay Region Water District Budget Performance Summary through March 2017* and Table 3. *Boothbay Region Water District Capital Improvement Budget through March 2017*. Billing for 1 May 2017 for routes 3, 4 & 13 was reported to be \$302,680.45. The bank balance in Table 1 was reported to be indicative of the influx of cash for seasonal billing, which was far from completely in. The manager informed the board that it was his intention to clear the \$200,000.00 line of credit at *The First* by mid-May.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 April 2017	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 273,708.43
Liquidity Total	\$ 298,708.43
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,309.24
Land Acquisition Fund	\$ 14.63
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,378.58
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 70,903.78

- a. **2016 Audit** – No change in status

Table 2
Boothbay Region Water District Budget Performance Summary through March 2017.

	Jan - Mar 17	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	1,800.00		
415 - Jobbing	15,027.62	16,823.74	125,000.00
419 - Interest Income	49.55	124.95	500.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00	0.00	0.00
461 - Revenue Accounts	982,886.92	415,338.42	2,582,244.00
Total Income	999,764.09	432,287.11	2,707,744.00
Gross Profit	999,764.09	432,287.11	2,707,744.00
Expense			
403-Depreciation Expense	165,000.00	165,000.00	660,000.00
408 -- Taxes other than Income	12,908.96	11,948.02	50,174.16
427-Interest Expense	70,476.14	68,628.00	274,512.34
601 - Wages	140,984.61	129,953.15	539,500.00
603 - Trustee Fees	0.00	0.00	9,859.21
604 - Employee Pen. & Benefits	92,492.50	88,225.78	339,200.00
615 - Electricity	10,139.05	15,074.91	60,300.00
616 - Generator Fuel	0.00	125.01	500.00
618 - Chemicals	3,079.56	8,499.98	37,000.00
620 - Materials & Supplies	37,798.54	62,381.46	229,700.00
620.7 - Postage	180.47	0.00	0.00
631 - Contr.-Engineering	7,225.00	3,439.54	10,000.00
632 - Contr. Accounting	12,000.00	19,999.98	66,000.00
633 - Contr. Legal	2,597.50	20,000.00	20,000.00
634 - Other Professional Fees	1,658.15	2,499.99	10,000.00
635 - Contr-Other	39,995.54	36,809.16	221,850.00
642 - Rental of Equipment	0.00	335.56	1,000.00
650 - Transportation	7,291.55	6,467.26	31,700.00
657 - Insurance - Gen. Liab.	15,915.00	16,000.00	32,000.00
658 - Insurance-Workers Comp.	4,759.60	3,000.00	13,000.00
660 - Advertising	0.00	300.00	300.00
667 - Regulatory Expense	2,882.75	1,474.37	19,000.00
670 - Uncollectables	0.00	0.01	0.01
675 - Misc. Expenses	3,491.44	3,254.92	14,300.00
680.00 - Uncategorized	0.00	0.00	0.00
Total Expense	630,876.36	663,417.10	2,639,895.72
Net Ordinary Income	368,887.73	-231,129.99	67,848.28

Net Income

368,887.73 -231,129.99 67,848.28

Table 3

Boothbay Region Water District Capital Improvement Budget through March 2017

Acct #	Description	YTD Jan-March	Amount
Capital Improvements			
105.01	Marine Construction		\$ 1,200.00
105.02	Engineering & Excavation	\$ 15,152.84	\$ 20,000.00
105.05	GIS	\$ 6,987.49	\$ 15,000.00
105.10	Storage Building Project		\$ 10,000.00
105.16	Meter Upgrades	\$ 70,583.32	\$ 80,000.00
105.19	North Adams Pond Fire Access		\$ 8,000.00
105.50	Work in Progress - Other	\$ 1,100.00	\$ 500.00
Total Capital Improvements		\$ 93,823.65	\$ 134,700.00
Principal Repayments			
221.3	Truck Leases		\$ 12,000.00
221.31	MBB Highland Park		\$ 30,997.00
221.32	MBB Pinkham Standpipe Rehab		\$ 5,170.00
221.33	RD Southport Interconnection		\$ 30,893.10
221.92	RD 91-20		\$ 22,801.62
221.93	FNB Consolidation	\$ 10,900.17	\$ 11,200.00
221.95	MMBB Sea Street		\$ 12,417.00
221.97	FNB Fluoride Bond		\$ 7,400.00
221.99	RD 91-18	\$ 5,700.00	\$ 6,045.83
221.992	FNB Line of Credit		\$ 100,000.00
221.993	MMBB Consolidation		\$ 329,221.96
Total Principal Repayments		\$ 16,600.17	\$ 568,146.51
Sinking and Reserve Fund Contributions			
131.82	Capital Reinvestment		\$ 7,461.35
131.86	Land Acquisition		\$ -
131.87	Southport Interconnection		\$ 9,328.00
131.88	RD 91-18		\$ 2,015.79
131.89	RD 91-20		\$ 6,196.63
Total Sinking & Reserve Fund Contributions		\$ -	\$ 25,001.77

5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by Natural Resources Program Manager:

1) The planning board approved CMBG's amendment to locate the 10,000 gpd wastewater field outside of the Knickerbocker Lake watershed last Wednesday. We reached agreement with CMBG on their storm water monitoring, will independently monitor streams downstream of CMBG and they have agreed to revisit their systems if any failures are found. With the wastewater relocation, our lake experts estimate that 80% of the phosphorus that would have entered KL watershed has been removed. We have gotten all we are likely to get out of this one. We recommend we withdraw our appeal of the planning board decision.

2) We submitted information to the planning board for ordinance revisions. Watershed overlay changes are on the agenda for next workshop on May 4.

3) *We continue with stream sampling and plan to begin lake water quality sampling next week. We are adding a new lake monitoring station in Little Knickerbocker Pond*

4) *We are gearing up for 319 grant work with our crew and town road crew.*

5) *We have contacted forester Barrie Brusilla so we can pick up on figuring out a plan for forest management/ timber harvest around the lake.*

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources** – There still remains no date for the beginning of negotiations with Teamsters Local #340. The customer services representative has been seeing St Andrews Occupational Therapy for her arms and is making good progress. She has authorized me to tell the board that it is not a carpal tunnel issue. On 27 April 2017 St Andrews will be visiting her at her work station, review her work station for ergonomics and make recommendations to the manager as to any improvements that need to be made to her workstation. The manager informed the board that it was his intention to immediately make the changes necessary to maximize the ergonomics of her workstation, prevent this situation from recurring and to charge any expenditure to the well-funded and approved safety equipment account.
 - b. **Training Update** –Nothing new to report
7. **TREATMENT DIVISION (TD)** – The manager reported that the filter train efficiency has rebounded with both clarifier and filter efficiency at 100%. Key chemical additions were reported mixed with the incoming water more clear than normal but with a lower pH, requiring 10% less aluminum sulfate but nearly 100% more sodium hydroxide to treat as compared to historical averages.

Average flow for this time of year was slightly below average coming in at 0.3573 MGD. Other significant DD events included:

- We received the report on the six vertical turbines completed by Weston & Sampson that afternoon, I will make a full report at the 9 May 2017 meeting on those findings;
- On 12 April 2017 Sullivan & Associates inspected and tested all of the treatment and pump station mag meters which all were within specifications and fit to be used for reporting purposes.
- Sullivan & Associates made accuracy checks on all nephelometric turbidity unit (NTU) meters. Two of the probes were near the end of their life cycle and were replaced with new units. One of the new probes was faulty from the factory. A replacement was reported to be on the way.
- On 24 April 2017 the internal power transformer failed at the Kenniston pump station. This unit supplies 240 VAC single phase for all the controls in that station. Mid Coast Electric responded in a timely manner and installed temporary power with a rented portable generator. They located replacement parts in Newport, Me. and completed repairs by 1800 hours.

8. **DISTRIBUTION DIVISION (DD)** - The DD's activities since the previous meeting had been devoted to primarily seasonal system turn-on preparations. Spring work on the peninsula was picking up with 23 Dig Safe requests filed during the previous period. As of that morning, since the previous meeting the district had received 6 new applications for service.

The manager then reported that on 20 April 2017 the Squirrel Island (SI) water main was found to be hemorrhaging when service was established. On 24 April 2017 Fuller Marine inspected the water main and repaired one leak found. The water main is still leaking 65 gallons-per-hour, which is metered, but because a more permanent fix is impossible to complete at this time it will have to do. Fuller Marine will be completing more extensive repairs this fall along with the Barbers Island water feed which is also not completely set due to mechanical drag from an unknown event. Over the next few weeks the DD will make more permanent repairs to the David's Island water main which requires shielding and suitable weights. The David's Island repair will be done by the DD because access is possible during low tide.

- a. **Seasonal Start-up Status Report** – Seasonal water service was established for the district's seasonal customers by the close of work 20 April 2017. Since turn-on the manager reported that the district was experiencing an abnormally high amount of service valves that were broken in which the DD needed to repair after customer notification. The manager described that this a system-wide phenomenon which indicated it was not a shutdown problem inadvertently caused last fall and may be due to freezing temperatures experienced post-flooding the system earlier that month. Most of our customers have not returned and the district was waiting to see how big a problem this actually was.

The manager then informed the board the district had received many congratulatory notes from seasonal customers, of which was passed along to staff. The website matrix was kept up-to-date which meant much less harassment of staff by caretakers and customers as well as marked reduction in phone calls to the office allowing for more efficient operations.

- b. **Thompson Standpipe Storage Building** –Nothing new to report
- c. **New Building Status Report** – Nothing new to report.
- d. **Meadow Cove Road Dead End** - Ms. Kitty Hartford's service line is full of debris of which the manager informed the board he was not sure how to address. The flushing bleeder had been reactivated to ensure her water quality approaches acceptable quality. Records for the offending section of water main were incomplete and inaccurate leaving the manager not sure what was actually in the ground and/or its condition, making a remediation strategy impossible. The manager informed the board that he was enlisting Dirigo Engineering to study the problem and devise a remediation plan. The manager informed the board that he had instructed staff not to dig the main until there was a course of action for affecting repairs developed.

9. **5 RIVERS REGIONAL WATER COUNCIL** – There was nothing new to report.

10. **LAND ACQUISITION UPDATE** – See Natural Resources. On 21 April 2017 The NRPM and the manager met with Mr. Pat Farrin. He informed both that he would be attending a future meeting to outline his intentions and offer. The manager reported that he had not backed down from his original position in that he still wanted five-acres of adjoining district property and the district to pay retail for the 22-Acre piece transected by our Knickerbocker raw water supply main. The manager informed the board that Mr. Farrin was still encroaching on district property with demolition debris. The manager concluded his report of the meeting by stating that Mr. Farrin provided so much inaccurate information that it was very hard to ascertain any kind of terms of sale.

11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** — The manager reported that since the previous meeting, work with regard to the traffic improvements project had begun. The manager shared with the board partial drawings of work to be completed at the country club which would require only limited attention by the district. For the roundabout project the district was still committed to moving the fire hydrant at the post office and to support excavation, water main alteration and lateral movement of gate boxes. The Distribution Foreman was well plugged into the project and had/would assign staff as necessary.

12. **COASTAL MAINE BOTANICAL GARDENS (CMBG)** - The manager reported that the NRPM met with Mr. Bill Cullina & Mr. Jan Weigman P.E. on 12 April 2017 and received a verbal concurrence to the district's most basic requests in protecting Knickerbocker Lake from the CMBG's insistence to discharge up to 10,000 gallons-per-day (gpd) of waste water into the lake. On 19 April 2017 the CMBG went before the planning board and had a permanent change to their wastewater disposal discharge, moving the 10,000 gpd of waste water to the Back River watershed effectively removing 80+% of the potential threat their shenanigans would create in the Knickerbocker watershed. The manager then reported that it had received concessions for water sampling with some teeth if the CMBG does not meet water standards as they promised repeatedly to the town.

With those concessions made, the manager asked permission from the board to drop the current appeal of the planning board's approval. The board authorized the manager to drop the appeal with the CMBG.

Trustee Marston motioned, Trustee Climo second, vote unanimous

13. The meeting was adjourned at 1932 hr.

Trustee Climo motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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