

25 July 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 JULY 2017**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Climo, Southport (Clerk); Trustee Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegra, Manager. **Guest:** None. **Absent:** Trustee Anthony, Boothbay.

1. The board approved the minutes for 27 June 2017 without revisions.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 27 June 2017 & 4 July 2017 were approved.
Trustee Tibbetts motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 26 June 2017 through 7 July 2017 were approved.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
4. **FINANCIAL** – The manager presented the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 11 July 2017*. The manager went on to inform the board that upon review the district’s cash status although low, was steady and maintaining. Over the past period the district had received 2 new service applications and added 1 new customer.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 July 2017	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 273,961.26
Liquidity Total	\$ 298,961.26
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,316.83
Land Acquisition Fund	\$ 14.64
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,392.95
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 70,925.75
TOTAL CASH RESERVES	\$ 369,887.01

- a. **2017 Surcharge Filing** – The manager reported he did not meet with Maine Water Company (MWC) as previously reported due to unforeseen scheduling difficulty but will have a report by the next trustees meeting.

- b. **Meter Program Cost of Service Study** – No change in status since the previous report
 - c. **Capital Improvement Plan** – Dirigo Engineering were working on straightening out GIS files recently received from Wright-Pierce. Once complete a hydraulic model of the system and its water flow would be the first order of business from which the Unidirectional Flushing Plan and the Capital Improvement Plan would be based. A rough draft for both was expected for trustee review around, or about the second regular meeting in September.
 - d. **Policies and Procedures Revision III Update** – Staff were in the middle of reviewing the rough draft adding in concerns and ideas primarily within the technical section of the proposed change. The manager reported that he had followed up with the Portland Water District and will be using their residential fire sprinkler system policy with some revisions.
5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by the Natural Resources Program Manager:
- 319 grant work has begun. We continue to find new sites but we have also decided work at some sites unnecessary. Our crew has mostly addressed runoff at Watershed Tavern. Will move on to other sites on Adams Pond Road in coming weeks. Boothbay Public Works will begin projects on Back River Road after July 14. Will provide full report on project at end of season. Attached is the current breakdown of site work planned.*
- 2) Adams Pond signs are in. Clearing will be done at existing signs and new signs will be installed soon.*
- 3) Stream and pond surveys continue. We are beginning to get products from Forrest Bell Environmental, who is working on Lake Loading Models and a buildout analysis. We are reviewing and groundtruthing their model assumptions and providing basic water quality data. Beyond that work, we are also working with them to compile one master dataset for all pond and stream samples.*
- 4) Our intern, Maya Schwebm, has begun battling invasive plants on Adams Pond Road and in the woods behind the District office. She is also collecting monitoring data on the Hamrin property that we need for our annual report on the MNRCP grant.*
- 5) Still waiting on tree work estimate.*
6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources** – No news from the Teamsters Local #340. The manager reported that Mr. John Gaudet was on-site to mediate personnel conflicts between two employees with a resolution met. The manager then informed the board that there would be billable follow-up over the next few weeks/months.
 - b. **Training Update** – Nothing new to report
7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency for both clarifier and filter efficiency remained at 100%. Key chemical additions for aluminum sulfate are

once again elevated for this time of year in that biological activity within the water supply was now very active. Sodium hydroxide additions remained elevated by 100% more than normally expected.

Finish water flow for the time of year remained below average for this time of year averaging 0.7842 MGD. Other significant DD events included:

- a. **Knickerbocker Lake Water Withdrawal** - Water withdrawals from Knickerbocker Lake were scheduled to begin 12 July 2017 with staff preparing the pump station and water main presently.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was concentrating on maintenance and summer job orders with a steady decrease in “whiteboard projects” being realized. Construction activity on the peninsula remains constant with the DD responding to, and completing 27 DigSafe notifications.

- a. **Thompson Standpipe Storage Building** – Arrangements for a carrier to accomplish the move from Bath to Southport were not complete as of yet.
- b. **New Building Status Report** – The provided the board a copy of the most recent conceptual plan. Vice-Chairman Gamage had no problem with the parking layout or the site plan but was critical of the building design; moreover the outside design of the building itself. Vice-Chairman Gamage inquired of the manager “was the current design completed due to cost?” for which the manager replied it was the lowest cost design. Trustees Marston, Climo and Anthony agreed with Vice-Chairman Gamage in that the current design detracted aesthetically from the entire campus and needed to be re-worked prior to any board approval. After much discussion the board instructed the manager to revisit the design with Dirigo Engineering so that the buildings outside appearance would match existing lines and architecture of the existing buildings and resubmit to the board for their consideration.
- c. **Uni-Directional Flushing Plan** – See 14. **FINANCIAL, c. Capital Improvement Plan.**
- d. **Adams Pond Paving Project** - The Distribution Foreman was obtaining prices for the various small paving projects for both the 319 Grant and the Adams Pond Dam Fire Department Access area located adjacent to the Adams Pond Dam. The manager concluded this report stating he hoped that this would be in-process or complete by the next meeting.

9. **LAND ACQUISITION UPDATE** – The manager reported that the land acquisition project with local officials was not completed in-time to apply for 2017 grant funding and would be delayed until 2018.

10. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that Wright-Pierce provided the first round of submittals for the booster pump station which had been approved in that everything designed thus far was compatible with district infrastructure. The manager had nothing new to report with regard to the roundabout project.

11. **ISLE OF SPRINGS PRESSURE ISSUE** – The manager reported that the pressure sensors previously reported put in place to monitor pressure to this customer were removed earlier that day with Wright-Pierce now in custody of that information. The manager reiterated to the board that Wright-Pierce was to present a copy of the information once a report is submitted to Isle of Springs, Wright-Pierce’s client. The board concurred with this caveat imposed on Wright-Pierce in exchange for work performed by district personnel at no cost to either Wright-Pierce or their client.
12. The meeting was adjourned at 1927 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager