

24 October 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 OCTOBER 2017**

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

1. The board approved the minutes for 26 September 2017 without revisions.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 26 September 2017 & 3 October 2017 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 25 September 2017 through 6 October 2017 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
4. **FINANCIAL** – The manager provided the board with Table 1 - *Boothbay Region Water District Cash Account Status Report as of 10 October 2017*. Over the past period the district has received 3 new service applications and added 2 new customers.
 - a. **Line of Credit** – On 28 September 2017 the manager reported that he had signed for a \$400,000.00 line of credit with *The First*. The funds were transferred into the district's Sweep Account and the bond payment was sent in. On 3 October 2017 the money was withdrawn, showing the district had successfully paid the majority of its debt for 2017. The line of credit is six-months in length with the maturity date scheduled for 28 March 2018. The interest rate for this loan was 1.90%.
 - b. **Meter Program Cost of Service Study** – Now in-process with a target date for trustee review 10 October 2017 which the manager apologized was not ready for trustee review at this time.
5. **NATURAL RESOURCES PROGRAM** – The manager reported that the Natural Resources Program Manager (NRPM) was busily working on a pay request to have the district reimbursed for all work associated with the Section 319 Grant and the Maine Center for Disease Control (CDC) Grant with a reimbursable amount not tabulated as of yet. It was the NRPM's hope to have this submitted by 20 October 2017. In addition the NRPM would be participating with the latest round of the Boothbay ordinance overhaul process scheduled for 12 October 2017. Environmental sampling remained a priority with pond and stream sampling ongoing. As an aside the manager explained that due to the Coastal Maine Botanical Gardens (CMBG's) year-long poor behavior, the need for mapping the water quality for the district's water sources was paramount, with the budget for water analysis is busted and will remain for the remainder of the year. The manager informed the board that each subsequent year would be reduced as far as environmental sampling was concerned, but still very relevant in cost.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 October 2017	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 111,814.23
Liquidity Total	\$ 136,814.23
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,323.02
Land Acquisition Fund	\$ 14.65
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,406.70
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 70,945.70
TOTAL CASH RESERVES	\$ 207,759.93

On 7 October 2017 the NRPM was notified by public officials that a drum of human excrement was floating in Knickerbocker Lake. Staff investigated and did not find that but did extract a deceased deer from the water supply. Looking forward the NRPM is preparing a presentation for the Boothbay Garden Club which is very important in that this group has traditionally supported district environmental objectives.

Lastly cyanobacteria monitoring of the district's water supply continues as part of an internal study conducted by Dr. Meeks at the CDC; we are awaiting the results of this report. Vice Chairman Gamage inquired as to the significance of cyanobacteria to which the manager explained that it produces toxins as part of its life-cycle and in high enough concentration, can cause health issues for some people. The manager went on to explain that this was in the United States Environmental Protection Agency's (EPA) cross hairs with massive rulemaking pending. The manager concluded by stating the NRPM's work limiting the amount of "fertilizer" that gets into the raw water supply will keep this organism's prevalence low and hopefully allow the district not to have to add costly additional treatment practices in the future.

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – No major issues and we have heard nothing back from the Teamsters again. Negotiations can now start after 1 November tentatively dependent on Trustee Climo's health and return to full duty.
 - b. **Training Update** – Nothing new to report.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained the same since the previous report. Filter efficiency remained at 100% with clarifier efficiency also at 100%

As reported in the previous report both sodium hydroxide and aluminum sulfate dosing rates remain below normal for this time of year.

Finish water flow for this time of year remained down, averaging 0.5588 MGD. Other significant DD events include:

- a. **Drought Monitoring** – The Boothbay region remains in a D1-*Moderate Drought* as recorded on the U.S. Drought Monitor. The scale measures from D0 – *Unusually Dry* to D4 – *Exceptional Drought*. As of this morning Adams Pond had in reserve 200.5 MG. As of now my concern for quantity remains low but will continue to monitor available resources
- b. **Transfer Switch Problem** – On 4 October 2017, due to construction efforts in Boothbay Center the district lost internet and one leg of our three phase power, completely disrupting operations, forcing the manager to exercise the SOP for switching to and then from the generator. The SOP was written very well with the process smooth and disruption of service minimal. There is still no word from Power Products as to the “when” this component will be repaired.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was continuing to concentrate on maintenance and summer job orders with a steady increase, and then decrease in “whiteboard projects”. Much work on 319 Grant projects had been completed (see Natural Resources) Construction activity remains steady with the DD responding to, and completing only 23 DigSafe notifications.

- a. **New Building Status Report** – Work on the design continued with Dirigo Engineering. On 6 October 2017 the manager reported the district was visited by Morton Builders who were working with Dirigo on the final design at the lowest achievable cost. Morton interviewed the distribution foreman, assistant distribution foreman and manager so that they were very clear as to the use and intent of the building.

The manager clarified with the board that even though Morton Builders was assisting Dirigo Engineering, they understood that once the building design was approved by the board, the bid documents were released by the board and throughout the bidding process, there design assistance did not guarantee, in any way, they would be awarded the contract for construction. The manager reported that they were quite helpful with many cost saving ideas. The manager informed the board that it would be the most beneficial for the district, from a cost perspective, to have the district act as the general contractor, directly hiring earthwork, electrical, plumbing and heating through existing contracts rather making these inclusive in any final contract. The manager informed the board that this approach would save 10% to 15% of the total cost versus traditional contracting. The manager informed the board that he thanked Morton Builders pointing out that their visit was very helpful in helping the manager devise a strategy for construction.

- b. **Uni-Directional Flushing Plan** – In process

- c. **Thompson Standpipe Security Breach** – The manager reported to the board that on 6 October 2017 the Southport Fire Chief notified the district that he had just received a report concerning a hole cut into the fence adjacent to the manway access to the top of the tank. Along with the Fire Chief, the distribution foreman and manager proceeded to the scene to find out exactly the status was. The manager reported that the distribution foreman climbed the tank and verified the integrity of the tank through the top hatch had not been tampered with, which it had not. The Southport fire chief climbed the tank and verified that finding, leaving the manager to deduce that this was an act of vandalism and trespass under federal jurisdiction for any future prosecution and unlikely to be an act of sabotage or terrorism. The manager reported that he had notified the Lincoln County Sherriff, who responded and documented the incident. Further improvements to security systems were now pending.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 4 October 2017 he had met with the general managers of the Bath Water District and the Brunswick/Topsham Water District to assist them with their proposed amalgamation of their districts. The two general managers inquired of the manager if needed could he possibly address a joint meeting of their boards on 24 October 2017. The manager presented much background information for the board and stated he would like to attend because he believed that a positive outcome of this effort would eventually have a direct positive impact for the Boothbay peninsula. The joint BWD/BTWD meeting was scheduled for the next trustee meeting night and that it would be a “game time decision” by their consultant whether or not the manager would be invited. The manager informed the board that if is asked to attend and allowed by the BRWD board to attend, the BRWD trustee meeting of 24 October 2017 would be conducted by the NRPM. The board approved this request.
Trustee Marston motioned, Trustee Anthony second, vote unanimous
 10. **LAND ACQUISITION UPDATE** – Nothing new to report
 11. **CAPITAL IMPROVEMENT PLAN (CIP) UPDATE** – The manger reported this effort to be in- process with nothing new to report other than to praise the distribution division who had very much embraced their responsibility to provide input and were really doing their homework developing a list of weakness in the distribution system to be presented to the manager, the board of trustees and Dirigo Engineering. The manager was very impressed with this organic effort of staff and was looking forward to the report which he informed the board would be a comprehensive review of the distribution system by the “boots on the ground” and of very high value for formulation of the CIP.
 12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** –. The manager reported nothing new with regard to the booster pump station construction. The manager went on to report that the district had supported Rt. 27 paving without incident and the fire hydrant previously removed adjacent to the Boothbay Post Office had been replaced the previous week with a new fire hydrant located on the new Back River Road access upon the direction of the Boothbay Fire Chief and to the satisfaction of the Boothbay Fire Chief.
 13. **ISLE OF SPRINGS (IOS) WATER PRESSURE** – Nothing new to report

14. **ANTHONY VS. COASTAL MAINE BOTANICAL GARDENS (CMBG) BOARD OF APPEALS (BOA) UPDATE** - The most recent meeting of the BOA was held on 29 September 2017 and was quickly shutdown do to improper communication by a board member with the appellant. The board will now do a site walk with the next meeting scheduled for 17 October 2017. The manager reported the NRPM had been invited to attend but only as a witness/expert to be called upon only with all other input forbidden.
15. **SEASCAPE COMMERCIAL DEVELOPMENT** – The manager reported that he still had no word concerning the status of the state road opening permit to be issued by the Maine Department of Transportation (DOT). E.J. Prescott (EJP) had delivered the materials to complete Phase I of the project with the DD beginning to work on pre-assembly. The materials were billed to E. M. Wood Construction per agreement for reimbursement.
16. The meeting was adjourned at 1949 hr.
Trustee Lewis motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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