

14 November 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 24 OCTOBER 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 Anthony, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 10 October 2017 without revisions.
Trustee Gamage motioned, Trustee Anthony second, vote unanimous
2. The **Payroll** for weeks ending 10 October 2017 & 17 October 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 9 October 2017 through 20 October 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL** – The manger provided the board with Table 1 - *Boothbay Region Water District Cash Account Status Report as of 24 October 2017*. 1 November 2017 billing for routes 3, 4 & 13 had been tabulated and would be sent to the printers 25 October 2017. The total value of this billing was \$373,348.43. Seasonal overage billing remained unknown but was expected to be released within the first week of November. The budget performance summary through September was not yet completed by Osman-Page at the time of this report preparation.
 - a. **Transfer of Sinking Funds to Checking** - On 20 October 2017 the manager alerted Treasurer Lewis in that due to the final bond payment of the year it became necessary to move \$35,000.00 out of sinking funds to the checking account to ensure enough resources were in the district checking account until the November billing began to come in. The following is a copy of the message to the treasurer, copied to the officers of the district:

“Jon (Treasurer Jon Lewis, Boothbay) -

Our cash situation was getting a little tight after USDA withdrew the bond payment for East Boothbay \$64K two weeks early directly from our savings account. I moved out \$35K from one of our sinking funds to cover the shortfall until the 1 November billing which currently \$354K not counting seasonal overage. I will replace the funds as soon as possible once we get back to even.

Zig”
 - b. **Meter Program Cost of Service Study** – Upon review and discussion with the Boothbay Harbor Sewer District (BHSD) Superintendent the manager informed the board that he intended to use FY 2017 as the pro-forma year to base the meter reading rate upon and not make it active until the 2018/2019 sewer budget. The manager explained that he was handling this project that way because he did not believe dropping an unbudgeted cost like this, which may be several hundred percent

in cost increase, mid-stream within the BHSD budget cycle. The cost of service study would be picked up shortly after the first of the year.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 October 2017	
Account	Balance
Business Checking	\$ 46,064.68
Deposit Sweep Account	\$ 32,281.17
Liquidity Total	\$ 78,345.85
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	\$ 2,406.70
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,945.70
TOTAL CASH RESERVES	\$ 114,291.55

5. NATURAL RESOURCES PROGRAM –The following written report was provided by the Natural Resources Program Manager (NRPM and elaborated upon by the manager:

1) We submitted reimbursement for the DEP 319 and 2016 CDC grants for a total of \$21,194. The CDC reimbursement has been approved and we are waiting on DEP. This completes the 2016 CDC Adams Road improvements grant (reimbursement attached) and we have approximately \$26,000 remaining in the 319 grant, with three more projects expected to be completed this year. Any 319 money left will be carried over to next year.

2) The Board of Appeals concluded their deliberations (in theory) on the Anthony appeal of the CMBG permit last week. As of that meeting, they appeared to be lined up 3-2 to consider the gardens a museum, a prohibited use in the Knickerbocker Lake watershed. Most paving of parking lots has been completed and a building with partial footprint in the KL watershed is up. The Appeals Board is scheduled to meet for a final vote on November 9.

3) Lake monitoring continues and we are working with Forrest Bell Environmental to update and verify all past water quality data so they can complete their lake loading and buildout analysis to aid the planning board ordinance revision process

4) We expect an appraisal of the Clifford property (one of our highest priority parcels for acquisition) from Stan Paton within the next couple of weeks. Map attached showing conservation parcels and Clifford property. Ruth has been in contact with the Cliffords (see Figure 1) and they are amenable to considering conservation of the property. Others have contacted them about buying and developing. ROW access to the site is fairly limited at the moment.

5) The watershed land acquisition group (BRLT, us, Chip Griffin) meets this Friday. The group has been discussing how to achieve conservation goals on four priority parcels right now (includes Clifford). BRLT Board voted to include Adams Pond and Knickerbocker Lake as part of their priority areas for conservation. We will look to BRLT to help us encourage CMBG to place their new Little Knickerbocker shoreline “conservation” property under a conservation easement (see Figure 2).

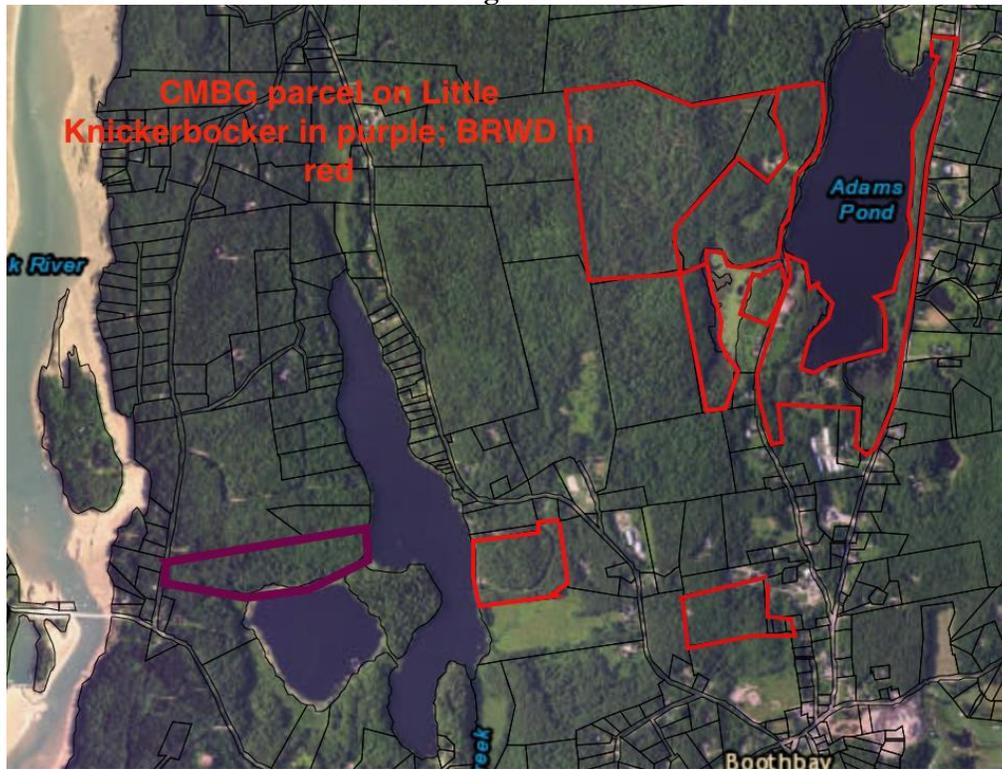
6) Gave presentation to Garden Club on watershed program/protection. They are now, with our help, pursuing a Plant America grant to install a rain garden and other plantings at the Y camp on Little Knickerbocker.

Figure 1



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 with a potential contract meeting date with Teamsters Local #340.
 - b. **Training Update** – The manager intended to have a Regional Fire Chiefs meeting to discuss planning possible hard boom procurement. The meeting was scheduled to be held in the conference room on 1 November 2017 at 0800 hr.

Figure 2



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%

The manager reported that both sodium hydroxide and aluminum sulfate dosing rates had increased to seasonal normal for the time of year. The manager went on to inform the board that with heavy rains expected within the next 48-hours the TD was making preparations to increase these values if necessary due to poor water quality.

Finish water flow had dropped off significantly to 0.3963 MGD and on 19 October 2017 half of the treatment train was taken off-line, which was normal, with one filter train operations expected until seasonal water turn-on sometime in April 2018. Due to seasonal shut-down both treatment plant operators had been picking up the routine job orders while the remainder of the DD was occupied with seasonal shutdown. Other significant TD 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 179.2 MG. Over the next two to three days I expect water quantity to significantly increase and quality decrease.
- b. **Transfer Switch Problem** – The transfer switch issue which was supposed to be corrected the previous day had not been completed. The manager reported that Power Products Inc. had not shown up and had not contacted the district as to why and when. The chief treatment plant operator (CTPO) was reported to be monitoring the situation extremely closely.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was continuing to concentrate on maintenance, and completed all “whiteboard projects”. Some work on 319 Grant projects had been completed (see Natural Resources) Construction activity on the peninsula appeared to be dropping off with the DD responding to, and completing only 17 DigSafe notifications in the previous period.

- a. **Seasonal Water Service Shutdown Report** – On 19 October 2017 the seasonal system was shut down. By close of business that evening all seasonal meters on the seasonal distribution system had been removed, properly stowed for winter, and read. The manager expected the customer service representative (CSR) to be in full custody of all meter readings, conservatively by weeks end.

Dewatering the system had already begun with the Knickerbocker system fully winterized in a safe condition. The seasonal water main blowing would continue for the following two to three weeks until the system would be considered secured. The manager ended his report by informing the board that so far the DD was conducting a very professional shutdown with public notification appearing successful registering the first year of no customer complaints recorded.

- b. **New Building Status Report** – Nothing new to report
- c. **Uni-Directional Flushing Plan** – Nothing new to report
- d. **Thompson Standpipe Security Breach** – Aroostook Fence was on-sight 19 October 2017 and was preparing an estimate to make the repair to the vandalized fence. Staff is working on a report to be submitted to me concerning security cameras as well as enhanced security measures to be incorporated at this site. Once in hand the manager stated he would request a future executive session pursuant to 1 MRS §405(6) (F) to discuss confidential security concerns.

9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report

10. **LAND ACQUISITION UPDATE** – Nothing new to report

11. **CAPITAL IMPROVEMENT PLAN (CIP) UPDATE** – Nothing new to report

12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report

13. **ISLE OF SPRINGS (IOS) WATER PRESSURE** – Nothing new to report

14. **ANTHONY VS. COASTAL MAINE BOTANICAL GARDENS (CMBG) BOARD OF APPEALS (BOA) UPDATE** – See Natural Resources

15. **SEASCAPE COMMERCIAL DEVELOPMENT** – The district received just over \$17,000.00 in reimbursement from the developer for materials purchased. The manager then reported that day the district received the road opening permit from Maine Department of Transportation (DOT) making the project ready to start.

16. The meeting was adjourned at 1924 hr.

. *Trustee Lewis motioned, Trustee Tibbetts second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager