

24 April 2018

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 APRIL 2018**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Climo, Southport (Clerk); Trustee Lewis, Boothbay (Treasurer); Trustee Anthony, Boothbay; Trustee Marston, At-Large; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 27 March 2017 without revisions.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 27 March 2018 & 3 April 2018.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for the period of 12 March 2018 through 6 April 2018.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
4. **FINANCIAL-** The manager presented to the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 10 April 2018.*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 April 2018	
Account	Balance
Business Checking	\$ 123,527.52
Deposit Sweep Account	\$ 119,576.50
Liquidity Total	\$ 243,104.02
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,336.73
Land Acquisition Fund	\$ 14.66
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,411.24
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,963.96
TOTAL CASH RESERVES	\$ 279,067.98

- a. **2018 Rate Case** – This tasking remained in process with no new developments to report.

- b. **Seasonal Start-up Status Report** – The following status report was submitted to the district’s website with favorable customer response.

5 April 2018

Seasonal water service, as defined by the Maine Public Utilities Commission (PUC) is the period between 1 May and 1 October each year. Our goal is to establish service as soon as safely possible in April and run through the third Thursday in October, this year that is 18 October 2018. At the time of writing this post the temperature outside is a balmy 21 degrees F or -6C for those in the rest of the world. We need temperatures above freezing.

*That said, our **TENTATIVE (meaning not cast-in-stone, not Guaranteed, but our goal!) start-up schedule is as follows:***

- *Complete all repairs of winter damage to the seasonal system by 12 April 2018;*
- *Flood, flush, disinfect and biologically clear the seasonal system by 17 April 2018; and*
- *Complete all service installation by 27 April 2018.*

*Again we cannot stress this enough, this schedule is **TENTATIVE!** We here at the Boothbay Region Water District fully understand that getting the seasonal water system up and running is the backbone of the summer season and we take our task very seriously. However we need to balance the customer pressure to get back here to God's country, with the tasks of establishing service that not only meet our customer needs, but also establish service in a manner that is both safe for our customers and our infrastructure. Rest assured this is our #1 priority and district staff is doing everything within their power to establish service as soon as possible.*

- c. **Meter Reading Cost of Service Study** – Since the previous meeting the manager reported having met with Chris Higgins, Superintendent, Boothbay Harbor Sewer District and relayed the district’s strategy in setting new meter reading rates. Mr. Higgins understood and appreciated the care being taken in performing this task, creating a value that is set on industry accounting practices and that is fair. The manager reported that he had since met with MRWA who informed the manager that Mr. Norm Lamie P.E. (former Auburn Water District Superintendent and former State Drinking Water Engineer) will be preparing this document for the district.

5. **NATURAL RESOURCES PROGRAM** –The following written report was provided by, and delivered by the Natural Resources Program Manager:

- 1) *We expect to begin lake water quality sampling tomorrow and have purchased a new kayak-outriggers are on order- so sampling can be a one-person job for most of the season.*
- 2) *Boothbay selectmen signed the consent agreement with CMBG; the agreement awaits court approval.*
- 3) *We are updating our septic system inventory data in preparation for Knickerbocker lake nearshore survey work this summer.*
- 4) *We have completed an overview of NPS remediation work completed over last two years. Draft attached. We await DEP approval before release.*

5) District is co-sponsoring a community cleanup day with the Boothbay Craft Brewery on April 28. Crew will do our usual RT27 Adams Pond trash cleanup on a regular work day, either on the week before or week after. District will participate in Boothbay Harbor Memorial Library's Earth Fest on April 21.

6) Have been on a few site visits with Boothbay new CEO, Jason Lorrain, who is doing an excellent job of representing watershed concerns and involving us early. The Town/BRWD partnership is finally working.

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – A meeting to work over the rough draft *The Boothbay Region Water District Personnel Policy* had been set for 17 April 2018. If this was successful a draft document will then be produced and presented to the board on 24 April 2018 for consideration
 - b. **Training Update** – The winter training cycle was done as of now. During the previous period staff interested in upgrading their licenses attended a two-day seminar hosted by MRWA for Class III & IV License review. No major training initiatives were scheduled due to the upswing in seasonal workload.
 - c. **New Licenses** – The manager stated that it was his pleasure to inform the board of the following new licenses achieved by staff. Since the previous meeting those new licenses were as follows:
 - Weston Alley, Utilities Technician earned his Class IV Distribution License;
 - Michael Hills, Utilities Technician earned his Class IV Distribution License; and
 - Taylor Timberlake, Utilities Technician earned his Class III Distribution License.

7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency had remained unchanged since the previous report. Filter efficiency remains at 93.3% with clarifier efficiency remaining at 100%. Both sodium hydroxide and aluminum sulfate dosing rates have come up to normal dosing rates for this time of year. The ice on Adams Pond went out on 3 April 2018 which had caused a change in the chemical characteristics of the district's raw water. Finish water flow was above average with daily production from 0.3041 MGD as compared to 2017 production for the same period of time equaling .2748 MGD.

- a. **Transfer Switch Problem** – The manager reported the original plan coordinating the myriad of entities necessary to complete this project, fell through. Since the previous meeting problems arose with contractor coordination, pieces and parts. Since then, the manager reported the district had taken physical ownership of the transfer switch.

The revised work plan was to complete the procedure outlined at the previous meeting on Thursday 12 April 2018. The manager informed the board that this work evolution will be disruptive to seasonal start-up but there was no choice in that it had to be completed before seasonal start-up.

8. **DISTRIBUTION DIVISION (DD)** – Since the last meeting the DD has wiped out the “whiteboard projects” and the seasonal system was nearly ready for flooding. The manager reported that over the next two-days the DD would be finishing up random job orders and supporting the NRPM in preparing both Knickerbocker Lake and Adams Pond for ecological monitoring.

There were no water main breaks in the previous period.

- a. **New Building Status Report** –No change in status.
 - b. **Unidirectional Flushing Plan** –No change in status.
9. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status.
 10. **LAND ACQUISITION UPDATE** – See Natural Resources
 11. **CAPITAL IMPROVEMENT PLAN UPDATE** – No change in status
 12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that he had met with Mr. Dan Flaig P.E., Wright-Pierce since the previous trustees meeting and informed the board that on 18 April 2018 the new pump station would be tested for operation in conjunction with TD staff. On 19 April 2018 there would be a detailed turn-over training scheduled for TD personnel to learn the operation of the new station in depth and test all remote control through various scenarios.

The easement was complete from the districts point-of-view and was submitted to the BHCC attorney for review and signature by the developer. The manager stated that open items for trustee acceptance would be the completion of the easement, successful shakedown of all new equipment with punch list items all rectified and remuneration for any outstanding bills between the district and the developer. The manager reported to the board that he had informed Wright-Pierce in that they must be present at the trustee meeting, most likely sometime this May, to answer any technical questions the board may have concerning this project.

13. **ANTHONY VS. CMBG APPEAL** – See Natural Resources
14. **SEASCAPE COMMERCIAL DEVELOPMENT** – The manager reported the easement had been signed and filed with the Lincoln County Registry of Deeds. The final grade had been established over the water main providing sufficient depth for district infrastructure consistent with district rules and regulations. Over the next two-days the water main would be flushed, pressure tested, chlorinated, biologically tested free of pathogens. Assuming success and reimbursement to the district by the developer, the manager anticipated a petition to accept the main as early as the 24 April 2018 trustee meeting.
15. **ISLE OF SPRINGS (IOS)** - Since the previous meeting the manager reported he had been in contact with Wright-Pierce who have arranged a meeting at 1100 hr. 26 April 2018 at the District Administration Office with IOS representatives to go over the recommendations of the study. The manager stated he would have a full report for the board as to the results of this study, as well as the recommendations for district action as an agenda item for the 8 May 2017 trustee meeting. The board concurred.

16. **TRUSTEE ELECTION CHANGE INVESTIGATION** - No change in status
17. **ALTERNATIVE ELECTIC POWER OPTIONS** – Since the previous meeting the manager had begun searching for grant opportunities in possible establishing a solar farm at the Adams Pond Treatment Plant campus. The manager reported only limited success with this effort. During the previous period the manager reported he had had detailed conversations with Mr. Joe Pagano, Revision Energy who would be at the 22 May 2018 trustee meeting with an internal funding mechanism of which they had developed as well as formal role out of their proposal.
18. The meeting was adjourned at 1940 hr.
. *Trustee Climo motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager