

22 May 2018

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 MAY 2018**

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 Climo, Southport (Clerk); Trustee Anthony, Boothbay; Trustee Tharpe, At-Large; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegra, Manager. **Guest:** None. **Absent:** None.

1. Chairman Pinkham welcomed newly elected Trustee Tharpe to the board and introduced her to all members.
2. Trustee Pinkham was re-elected Chairman.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
3. Trustee Gamage was re-elected Vice-Chairman.  
*Trustee Climo motioned, Trustee Lewis second, vote unanimous*
4. Trustee Climo was re-elected Clerk  
*Trustee Gamage motioned, Trustee Lewis second, vote unanimous*
5. Trustee Lewis was re-elected Treasurer  
*Trustee Gamage motioned, Trustee Tibbetts second, vote unanimous*
6. The board approved the minutes for 24 April 2017 without revisions.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
7. The **Payroll** for weeks ending 24 April 2018 & 1 May 2018.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
8. The **Transactions** for the period of 23 April 2018 through 4 May 2018.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
9. **FINANCIAL-** The manager presented to the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 8 May 2018*. Within the previous period the district had received 9 new service applications with estimates and construction dates pending. 2 new services were added in the previous period. The manager informed the board it was his intention to clear the \$200,000.00 line of credit with ***The First*** over the next period.

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Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 8 May 2018	
Account	Balance
Business Checking	\$ 26,323.35
Deposit Sweep Account	\$ 263,208.69
<b>Liquidity Total</b>	<b>\$ 289,532.04</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,338.99
Land Acquisition Fund	\$ 14.66
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,411.54
Bank of Maine Unemployment CD	\$ 10,431.66
<b>Designated Fund Total</b>	<b>\$ 35,966.52</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 325,498.56</b>

- a. **2018 Rate Case** – The manager reported he had met with Maine Rural Water Association (MRWA) on 26 April 2018 to work on the rate case. The meeting concerned the following topics:
1. What is the most vulnerable population the board will protect within the rate structure (*answer- little old lady on a fixed income*);
  2. Discussion on funding depreciation and PUC trends to force districts to do so;
  3. Capital improvements to be planned in the 3-5-year time frame so that either direct funding or debt service can be incorporated within the rate structure;
  4. Gauging the willingness of the board to lower minimum usage, stabilize minimum charges and set rates that are consumption based (*answer – please include different scenarios for the board to consider*); and
  5. Work to be performed by district staff for an enhanced data call for formulation of rates.

All of the above points were moving forward presently.

- b. **Seasonal Start-up Status Report- FINAL REPORT** – The manager reported that as of close of business on 27 April 2018 the seasonal water customers in good standing were in service. Status of previously reported start-up issues included:
1. **Appalachee Road, Boothbay Harbor** – The main was repaired and service to all residents was established on 26 April 2018. The cost incurred to the district for correcting the illegal tampering with district equipment equaled approximately \$1,600.00 which was billed to the owner of 115 Appalachee Road of which the manager informed the board he had had e-mail contact with the owner attached in correspondence. Mr. Jody Lewis, Lewis Construction, called the

distribution foreman inquiring as to why it was billed and complained about the cost, but as of now had made no official query to the district concerning these issues. Restitution to the district was made by the owner of 115 Appalachee through direct bank withdrawal.

2. **Summit Road, Boothbay Harbor** – On 25 April 2018 the Distribution Division (DD) performed the necessary repairs on the water main including a healthy amount of ledge removal so depth of bury could be achieved across the offending driveway where this problem occurred. All customers on Summit Road in Boothbay Harbor had legal water service by the end of the day on 26 April 2018.
3. **Squirrel Island (SI) Water Main** – During start-up, the feed for SI was found to be leaking approximately 100,000 gallons per day. With that service to the island was delayed. On 25 April 2018. *Fuller Marine* dove the line and found a previous repair had become damaged and repaired the problem. The leakage rate came down to 2,200 gallons per day from the water main. The manager informed the board that he then authorized the DD at that time to open up the service in that the SI staff were taking unreasonable flak from island summer residents who wanted their water and wanted it right now. The manager then explained that the district would have *Fuller Marine* dive the line at a point in time this summer that is mutually agreed upon by the district and SI and attempt to ascertain where the 2,200 gallons per day is leaking and hopefully, through both reconfiguration of the main on the SI side and affecting any needed repairs, get the leakage rate to zero. In the meantime, the SI was responsible to reimburse the district for the lost water in the main by agreement.
- c. **Meter Reading Cost of Service Study** – On 26 April 2018 the manager reported that he had met with Mr. Norm Lamie P.E. and Ms. Daphne Paulette wherein discussion of the district's operation with regard to developing a "straight face value" for meter readings, was conducted. A data call was provided to the district subsequently by Ms. Paulette, providing her and Mr. Lamie necessary information to move forward with the legal calculations. The manager reported the district was current with all data calls here.

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

*1) Our 2018 DWP Source Water Protection grant application was approved for \$10,000. These funds will cover costs associated with planned shoreline and septic surveys at Knickerbocker Lake, water quality analyses and an update of the Forrest Bell lake loading response models.*

*2) The District signed an agreement with the DOT last week. DOT will not spray herbicides along state road ROWs adjacent to Adams Pond or Knickerbocker Lake. Edgcomb will maintain the ROW. Boothbay CEO Jason Lorrain was the driver behind this agreement. This is another example of how well the new CEO has taken on watershed protection duties. It is now routine for the District to be contacted regarding watershed projects, before they happen, and to have the opportunity to meet on site with property owners.*

*3) The Boothbay Brewery/District trash cleanup around Adams Pond bagged over 800 pounds of trash in two days, the majority collected by BRWD staff.*

4) *A lot of activity in the watersheds right now, both construction projects and 319 grant project startups. We have begun inspection and maintenance of 319 grant projects completed last year. This is a requirement of the grant and will be a continuing activity.*

5) *We are developing information to support the planning board's watershed-related ordinance revisions. The current goal is to have these to PB by end of May, with discussions beginning in June.*

11. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.

- a. **Human Resources (HR)** – *The Boothbay Region Water District Personnel Policy* was on-hold until June 2018 at which time manager hoped to have a draft for board review.
- b. **Training Update** – During the previous period the following training was reported to have taken place:
  1. The Customer Services Representative, Ms. Watts attended MRWA training for residential sprinkler (fire suppression) systems with discussion concerning legal ramifications and statewide approaches to working with this emerging requirement within the confines of PUC regulation, the manager informed the board that the newly adopted policy for the district was in compliance with life safety needs of the consumer and water security needs of the district; and
  2. Utilities Technician Hills had successfully completing his two-day recertification training for cross-connection control, hosted by MRWA at the Brunswick/Topsham Water District offices.

12. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency since the previous report remains at 100% for both filter and clarifier performance. Both sodium hydroxide and aluminum sulfate dosing rates remained normal for the time of year. Finish water production was back to slightly below 2017 production rates with an average daily production 0.3364 MGD as compared to 2017 production for the same period of time equaling .3435 MGD.

The manager then reported on the following, newly discovered maintenance issues with the treatment plant.:

- a. **Backwash Rate Valve (BRV)** – The manager reported that the BRV had begun to act erratically which if not addressed could have a very negative affect on maintaining the filter beds. Staff had looked at the valve and reviewed the SCADA telemetry and coding, all of which were intact, operating correctly and not the source of the problem. *Sullivan & Associates* had inspected the valve and considering nearly 30-years of continual service the internal modulation equipment was reported to be beginning to fail. The manager informed the board that staff was actively researching the specifications for a new valve that was compatible with the district's system. The manager concluded this report that he had no cost estimate for correcting this issue as of yet.

- b. **Finish Water Pump #1, (FWP1) Variable Frequency Drive (VFD)** - The manager reported that this component blew up the previous week and FWP1 was out of commission. The manager informed the board that he had already ordered from *Stultz Electric* a new Toshiba drive. The estimated replacement cost was reported to be under \$10,000.00
- c. **Terrorist Squirrel** – The manager reported that on 3 May 2018 a kamikaze squirrel knocked out power to the plant by crashing into one of the three-phase lines on the pole bringing power down to the treatment plant, after which the plant scrambled and the transfer switch made its maiden voyage transferring power to the main generator seamlessly. Central Maine Power (CMP) responded later that day and reestablished power. The manager took solace in the fact that the squirrel had been blown to bits at the speed of light and had felt nothing.

13. **DISTRIBUTION DIVISION (DD)** – The manager reported that the past two-weeks had been dedicated to usual post seasonal water turn-on job orders, Dig Safe markings, and gearing up for 319 Grant watershed efforts.

On 7 May 2018 the DD repaired a water main break on Middle Road caused by a compactor during paving operations by the town of Boothbay Harbor. The break was the second within 6-months on a piece of ancient 2.5” cast iron water main. This stretch of road was identified for replacement.

- a. **New Building Status Report** –No change in status.
- b. **Unidirectional Flushing Plan** – The manager reported to have met with Mr. Jim Lord P.E., *Dirigo Engineering* on 26 April 2018 and reviewed the preliminary flow model. The manager reported in a general sense, that overall the district was “in pretty good shape”. The manager relayed to the board that he had instructed Mr. Lord to model the district, for fire flow and flushing purposes with the assumption of average summer conditions. Vice-Chairman Gamage, speaking as one of the regions fire chiefs, concurred with the model conditions, especially with regard to the new color coding system to be in effect by 31 December 2019. The flushing plan and fire flow model was reported to be nearing delivery for board review.

14. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status.

15. **LAND ACQUISITION UPDATE** – See Natural Resources

16. **CAPITAL IMPROVEMENT PLAN UPDATE** – The manager provided the board with a preliminary work plan in no particular order, for both PayGo and potentially bonded projects. There was some discussion among the board members over the breadth of projects and looked forward to the draft report.

17. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC), PHASE II** – The manager reported that contractors were working through the punch list items with a construction crew coming to correct deficiencies within the BHCC pump station beginning on 21 May 2018.

The manager discussed with the board provisions within the required easement, as negotiated between the BHCC and the district, allowing all ownership of water infrastructure, along with a standard 20-foot wide easement for all water main, while the BHCC retained ownership of the outside of the pump station with the district owning from the inside wall in. In addition, the

district would be responsible for the electrical feed to the new pump station. The board concurred that this appeared to be fair and equitable arrangement in that aesthetics of the exterior of the building would remain the responsibility of the BHCC allowing them to mask the building as they saw fit while simultaneously relieving the district of any maintenance and landscaping costs.

18. **ANTHONY VS. CMBG APPEAL** – See Natural Resources
19. **ISLE OF SPRINGS (IOS)** – The manager stated he had met with Mr. Dan Flaig P.E., *Wright-Pierce* and IOS personnel on 26 April 2018. IOS would be pursuing, on behalf of the district, a design and permit for reestablishing a water main on the Sawyers Island Bridge in exchange for the district, sometime after shutdown 2018/2019, installing the bridge connection and installing a PRV near the Samoset Road/Lakeside Drive intersection, boosting the existing water main pressure an additional 20 to 30 psi. IOS was concerned about trustee support of which the manager had informed them the board had had this item on its agenda and had raised no objection to this arrangement.
20. **TRUSTEE ELECTION CHANGE INVESTIGATION** – Trustee Climo, after consultation with the Town Clerk of Southport recommended that the board instruct the manager to abandon this effort and maintain the status quo with regard to all trustee elections. The board agreed with Trustee Climo at which time Chairman Pinkham instructed the manager to abandon this effort.
21. **ALTERNATIVE ELECTIC POWER OPTIONS** – The manager reminded the board that *Revision Energy* would be presenting a proposal to the board at the 22 May 2018 trustee meeting for the conversion to solar electricity for the treatment plant and the administration building which could take some time. The board instructed the manager to keep the agenda as light as possible so that the board had sufficient time to evaluate any information presented
22. **PROPOSED BY-LAW CHANGE** - The manager proposed that the board consider a change to the district by-laws in which his position would be required to initiate a rate case every four-years. The manager explained that by making this automatic rate increases could be spaced at an acceptable rate and therefore be much smaller, by percentage, in the future with less impact to the district’s customers.

This proposal spawned much discussion amongst the board, with the board ultimately tabling the request until such time as the manager could formalize this proposal.

23. The meeting was adjourned at 2015 hr.  
· *Trustee Climo motioned, Trustee Anthony second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager