

22 January 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 JANUARY 2019**

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 Anthony, Boothbay; Trustee Tibbetts, Boothbay Harbor; Trustee Tharpe, At-Large; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Lewis, Boothbay (Treasurer).

1. The board approved the minutes for 27 November 2018 with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 11 December 2018, 18 December 2018, 25 December 2018 & 1 January 2019.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for the period of 10 December 2018 through 21 December 2018 & 24 December 2018 through 4 January 2019.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
4. **FINANCIAL-** The manager presented the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 8 January 2018*. Billing for January, under the new rate structure, was reported to be completed. January billing, historically one of the lowest billing periods, totaled \$67,284.94.

On 31 December 2018 the manager reported that he had been able to pay down the short-term debt with *The First National Bank of Damariscotta* with a transfer from the district SWEEP account for \$250,000.00. The manager explained that he had originally planned on paying off only \$150,000.00 but the better than expected cash position made the above-mentioned transfer possible. By completing that task by year's end, it allowed for an additional \$100,000.00 to be freed in the 2019 budget proposal which was reflected in an additional \$50,000.00 budgeted for the Capital Reinvestment Account and the Land Acquisition Account each.

- a. **2019 Budget Update** – On 3 January 2019 the manager completed and delivered his draft 2019 budget proposal to each trustee. The board began an extensive review of the document ordering the following:
 1. Correct errant dates within the *Executive Summary*;
 2. Add a subtotal line within *Detailed Budget*, combining total 461 and 462 accounts to show true water revenue;
 3. Breakout line item 471.00, *Miscellaneous Income* within the *Detailed Budget* to more accurately show income for tower rental on the Pinkham Standpipe;
 4. Research and add in item 460.00, *Grant Income* received in 2018 for Natural Resources projects; and
 5. Research the cost overrun in 2018 with regard to 620.10 M&S Source of Supply – Natural Resources and reassign as necessary.

The board approved the *Boothbay Region Water District 2019 Budget*, totaling \$3,355,828.99 with the above-mentioned revisions.

Trustee Climo motioned, Trustee Gamage second, vote unanimous

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 8 January 2018	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 213,489.96
Liquidity Total	\$ 238,489.96
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 17,662.08
TOTAL CASH RESERVES	\$ 256,152.04

5. **NATURAL RESOURCES PROGRAM** – The following report was provided by the Natural Resource Program Manager (NRPM):

A bit of a lull over the holiday season. We completed one more 319 grant project under Phase I, signed our 319 Phase II grant agreement and have begun planning for next year's 319 grant projects.

Work with the Boothbay planning board on watershed ordinances continues.

CMBG has a draft conservation easement under review for 75 acres of Knickerbocker Lake watershed land that was required to be conserved by DEP to meet stormwater buffer needs and compensate for wetlands destruction. The easement includes the recently acquired former Jackson property on Little Knickerbocker shore, which will apparently be turned into a low impact recreation site. CMBG has a lot of leeway with the easement as currently drafted, but at least it prohibits water extraction from the pond. We have no avenue for review.

6. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – The manager reported that all employee evaluations were completed by 20 December 2018. Merit pay increases ranged from 0.0% to 3.5% with the average merit pay adjustment being 2.18%. 28 December 2018 marked Ruth Watts last day with the Boothbay Region Water District. Lastly, Treatment Plant Operator, Clarence Campbell III informed staff that he would be retiring no later than April 2020. Succession planning is well underway with that regard.

- b. **Training Update** – All personnel required to renew water operator licenses with the State successfully did so with all licenses now current. No off-site training occurred during the previous period but formal treatment plant operator training had begun, in-house, conducted by the chief treatment plant operator (CTPO) with junior operators temporarily transferred from the DD to the TD for winter training and filter overhaul.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report has the same with 73 % for filter operations and 90% for clarifier performance. Raw water quality, once again, remained poor. Key chemical additions were showing some signs of improvement with sodium hydroxide “improving” to 171% of normal and aluminum sulfate dropping to 145% of normal.

Utilities technicians. Taylor Timberlake and Trevor Morin had been temporarily reassigned to the TD from the DD for treatment plant operator training and to perform filter maintenance. Both were reported to be doing very well.

Finish water production for the previous period remained consistently outpacing the demand recorded in 2017 with an average daily production increasing to 0.3429 MGD as compared to 2017 production for the same period of time equaling 0.3276 MGD.

- a. **Raw Water Pump Check Valve Replacement** - The manager reported that the two new check valves remained on order with no delivery date specified at that time.
- b. **Filter Mid-Level Maintenance** - Filter 1 had been taken off-line on 4 January 2019 and partially drained so that corrosion control work could be completed at the air/water interface. Each filter was expected to be down for two to three weeks for maintenance.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was concentrating on general work orders, fire hydrant maintenance, correcting problem services and is making great progress working toward the completion of the Phase IV Meter Replacement Project. On 30 December 2018 the district experienced a water main break which occurred on Commercial Street Extension, with the DD repairing a lateral break on a hydrant arm caused by frost action.

During the previous period the DD responded to only 9 DigSafe requests, a low number for this time of year.

- a. **New Building Status Report** – No change in status

9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.

10. **LAND ACQUISITION UPDATE** – No change in status.

11. **ISLE OF SPRINGS (IOS)** — The manager reported that *Wright-Pierce Engineering* had secured all applicable permits for this project and delivered them to the district. The manager had again met with *MidCoast Machine* and *Fuller Marine* and was awaiting a cost-estimate from each for the project. The PRV for the corner of Samoset Road and Lakeside Drive was reported to be on-order. The manager re-stated it was his goal, weather permitting, to complete this project in mid to late March.

12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.
13. The board went into executive session pursuant to 1 M RSA §405(6)(A) *personnel matters* at 1913 hr.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
14. The board came out of executive session at 1923 hr.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
15. The board awarded the manager a bonus of \$3,000.00 as a result of his 2018 performance review.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
16. The meeting was adjourned at 1924 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager