

26 February 2019

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 FEBRUARY 2019**

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

1. The board approved the minutes for 22 January 2019 with revisions.  
*Trustee Climo motioned, Trustee Lewis second, vote unanimous*
2. The **Payroll** for weeks ending 22 January 2019 & 29 January 2019.  
*Trustee Climo motioned, Trustee Lewis second, vote unanimous*
3. The **Transactions** for the period of 21 January 2019 through 8 February 2019.  
*Trustee Climo motioned, Trustee Lewis second, vote unanimous*
4. **ADMINISTRATION-** The manager presented the board Table 1– *Boothbay Region Water District Cash Account Status Report as of 12 February 2018*. Cash was reported to be acceptable for the time of year with the majority of public fire protection payments still outstanding; only receiving the town of Southport's at that time. Once the checks arrive the manager stated that he would be evaluating cash needs and paying down/off the remaining \$300,000.00 in short term financing with *The First*.

The manager alerted the board that on 22 February 2019, the United States Department of Agriculture (USDA) would be automatically withdrawing from the district's SWEEP account for USDA Loan 91-18 the amount of \$20,332.00 for the annual payment.

An investigation is underway to evaluate a new product which would automatically download meter information for new meters which, if affordable and relevant, would save both administration and field staff much time and greatly reduce errors. This would be a collaborative project between *Northern Data Systems* and *E.J. Prescott*.

- a. **2019 Financial Audit Update** The annual financial audit was scheduled to begin on 19 February 2019. Most of the preliminary work needed to make the process move forward in a cost effective and efficient manner, had already been completed by the customer service representative (CSR), *Osman-Page* and the manager. The audit was to be performed by *Haverlock, Estey & Curran, LLC* of Hamden, Maine.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> Cash Account Status Report as of 12 February 2019	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,186.92
Deposit Sweep Account	\$ 182,127.25
<b>Liquidity Total</b>	<b>\$ 207,314.17</b>
<b>DESIGNATED FUNDS</b>	
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
<b>Designated Fund Total</b>	<b>\$ 17,662.08</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 224,976.25</b>

5. **NATURAL RESOURCES PROGRAM** – The following review was presented to the board by the NRPM in writing:

*1) We have begun planning 319 grant work for this year with the Town of Boothbay. They have agreed to do the work on remediation of Pine Woods Road, Fire Station parking lot and Knickerbocker Access. The Town also agreed to deal with the overrun of boats and ice houses along the shore at the Knickerbocker Lake public access.*

*2) Work with planning board on watershed ordinances continues. A draft watershed map from Leighton Associates is under review.*

*3) Colby and Gale are proposing a propane facility at the corner of Industrial Park Road. The current watershed overlay map shows the area as being outside of the watershed but the updated map shows that this property is mostly in the watershed where such a facility would be prohibited. As long as the facility is properly constructed, we will not object to this proposal.*

*4) Looking at a new Forest Canopy grant opportunity from Forest Service and will submit another CDC Source Water Protection grant application in March.*

*5) Article in Boothbay Register on grant work. <https://www.boothbayregister.com/article/water-district-receives-second-federal-grant-watershed-protection/113277>*

The manager then added that in addition to the report above, during the last town of Boothbay ordinance workshop, Mr. Erik Carlson and Selectman Tomacelli petitioned the board to write into the ordinances that any forestry performed in Boothbay, including the watersheds, remove oversight and enforcement from that of the responsibility of the town to the Maine Department of Forestry. The manager then stated that if this proposal was adopted within the watersheds, it would create a serious threat to water quality within Adams pond and Knickerbocker Lake.

Upon review of the meeting video found on the town of Boothbay website Mr. Carlson used as an example the 1 September 2018 microburst which devastated the trees at the southern end of Adams Pond stating it was the same as a state allowed clear-cut and that event did not hurt water quality in any way.

The manager then stated that he was not sure where Mr. Carlson found his information but it surely was not provided by the district. The manager then provided the board Table 2 - *Boothbay Region Water District Marginal Cost of Water (MCW), Sept-17 through Dec-17 compared to Sept-18 through Dec-18* which provided them with snapshot comparing the marginal cost of water during the deforestation as compared to the same time of year in 2017. The manager explained that all costs have been adjusted to 2019 rates so that the reader can compare the costs in an “apples to apples” fashion.

The manager then informed the board that the Boothbay planning board postponed action on this matter that evening until such time as the district to clarify the fictional account of unlimited cutting and stump removal, to state of Maine standards, not affecting water quality and public health, as provided to the town of Boothbay on 22 January 2019, by Mr. Carlson. The manager stated that facts can ruin a good story with the fact of the matter being the non-issue referred to by Mr. Carlson in his 22 January 2019 testimony was erroneous and that in fact the district’ marginal cost of water had increased 11% due to water quality degradation created by abrupt tree removal.

Finish Water (gal)	2018	2017	% Delta
1 MG	\$ 1,046.62	\$ 942.68	111%
500K	\$ 523.31	\$ 471.34	
100K	\$ 104.66	\$ 94.27	
1000	\$ 1.05	\$ 0.94	

\* - MCW - Cost of electricity, chemicals and sewerage adjusted to 2019 pricing

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 he had lost a treatment plant operator for a minimum of six-weeks due to a non-work-related health issue. In the interim, instead of detailing a swing treatment plant operator currently assigned to the distribution division, after consultation with various supervisors, the most efficient use of manpower would be to assign a swing treatment plant operator on an as-needed basis with the chief treatment plant operator carrying most of the day-to-day load. That said, over the next six plus weeks the open Saturday shift would be filled with the treatment plant operator on-call which would incur extra labor expenses in overtime. Once explained the board concurred with this approach.
  - b. **Training Update** – The annual Maine Water Utilities Association Conference was attended by staff on 5 & 6 February 2019. All staff reported back that they received the maximum training credits they could and that the training was useful and well done.
    1. **Safety Training** - Annual safety training will be provided by *New England Water and Waste Water Training Associates* (NEWWTA) on 19 & 26 February 2019 and on 5 March 2019.
    2. **Northern Data Systems Training** – The CSR would be attending specialized training geared specifically for his position on 14 February 2019
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report had remained unchanged with 90 % for filter operations and 91% for clarifier performance. Raw water quality, was showing signs of improvement, albeit with both iron and manganese levels continuing to rise; a state which the manager reported was normal for the time of year. Key chemical additions remain unchanged with sodium hydroxide remaining at 128% of normal and aluminum sulfate at 183% of normal.

Finish water production for the previous period continued to outpace the demand recorded in 2018 with an average daily production increasing to 0.3294 MGD as compared to 2018 production for the same period of time equaling 0.3072 MGD.

- a. **Raw Water Pump Check Valve Replacement** - Raw water pump #1 check valve was successfully replaced on 30 January 2018. Subsequent testing and shakedown proved the valve was working perfectly and was put back into service. Raw water pump #2 was reported to be in the process of being replaced.
- b. **Filter Mid-Level Maintenance** - Filter #2 maintenance was completed on 28 January 2019 where upon the filter train was prepared and tested, found to be in sound working condition and put back into service on 29 January 2019.
- c. **Overhaul Vertical Turbine Raw Water Pump 1 (RWP1) & Finish Water Pump #2 (FWP2)** – The CTPO had been in contact with *Weston and Sampson* to schedule the overhaul and inspection of these two pumps to correct vibration and efficiency problems discovered with these two pumps. The estimated cost of this work evolution will be \$18,550.00. This work was tentatively scheduled for late March 2019.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was working general work orders, fire hydrant maintenance, shoveling fire hydrants, correcting problem services, was working toward the completion of the Phase IV Meter Replacement Project and supporting work evolutions within the TD.

The manager informed the board that the district repaired a leak located under Route 96 in East Boothbay just to the north of the *Carriage House*. The main break occurred on 23/24 January 2018 requiring the bulk of the DD to put in a 24-hour shift to repair. This nasty main break was very difficult to find due to the amount of frost in the ground and dissimilar materials, possibly in piping and in the overburden, making acoustic location difficult. We needed to bring *Reny Construction* in to assist with the repair which cost approximately \$4,500.00. This was an exceptionally nasty main break.

During the previous period the DD responded to only 4 DigSafe requests, a low number for this time of year.

- a. **New Building Status Report** – Awaiting the 100% drawings and the bid package.

9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
10. **LAND ACQUISITION UPDATE** – The manager reported that the previous week the NRPM made contact with the Sherman family to ascertain the status of Boothbay Tax Map R7, Lots 12B & 12C since the trees were leveled in the recent microburst. The NRPM found that the owners were amenable to a possible easement for conservation or outright sale of the property for the purpose of conservation. The manager informed the board that the district had commissioned an appraisal of worth for the property and would follow with a more detailed report to the board at that time.
11. **ISLE OF SPRINGS (IOS)** – No change in status
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
13. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that this project will consist of the removal of an undersized, private water main, installed in 2003 by Mr. George Whitten in East Boothbay and replaced with a properly sized public water main.

Vice Chairman Gamage inquired about expanding fire protection in this area wherein the manager replied that a brand new Waterous hydrant would be installed.

The manager went on to inform the board that this project was privately funded by the homeowners group with *Reny Construction* winning the installation bid. The district would install the water main at cost and would act as a sub-contractor to *Reny Construction*. The manager informed the board that he was still waiting for funding from the homeowners group and signature to a contract with the district ensuring the rate-payers were not contributing to this upgrade. The project was reported to be tentatively scheduled for mid-May.

14. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** - On 30 January 2019 the manager reported that he had signed an engineering agreement with *Dirigo Engineering* to prepare bid documents for this project. The manager had already spoken with the district's preferred excavation contractors who were ready and willing to bid on the project to assist staff in completing the project.
15. The meeting was adjourned at 1840 hr.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager