

10 September 2019

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 27 AUGUST 2019**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 13 August 2019 with revisions.  
*Trustee Anthony motioned, Trustee Blakeslee second, vote unanimous*
2. The **Payroll** for weeks ending 13 August 2019 & 20 August 2019.  
*Trustee Blakeslee motioned, Trustee Anthony second, vote unanimous*
3. The **Transactions** for the period of 12 August 2019 through 23 August 2019.  
*Trustee Blakeslee motioned, Trustee Anthony second, vote unanimous*
4. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 27 August 2019*, Table 2 – *BRWD Profit & Loss Budget Performance through 31 July 2019* and Table 3 - *BRWD Capital Improvement & Contributions to Equity through 31 July 2019*. September billing would be released on 3 September 2019 with a value of \$57,519.55. Since the previous period the district added one (1) new customer and received three (3) additional new application for service. Currently the district has 15 applications for new service pending.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 27 August 2019</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 487,996.70
<b>Liquidity Total</b>	<b>\$ 512,996.70</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 200,001.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 17,311.25
<b>Designated Fund Total</b>	<b>\$ 224,541.67</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 737,538.37</b>

Table 2  
BRWD Profit & Loss Budget Performance through 31 July 2019

	Jan - Jul 19	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
414-Gain on Sale-Misc Inc.	0.00	0.00	0.00
415 - Jobbing	64,428.64	71,550.95	112,675.22
419 - Interest Income	333.60	171.96	350.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00	20,000.00	30,000.00
461 - Revenue Accounts	1,818,015.98	1,763,157.11	3,212,803.77
<b>Total Income</b>	<b>1,882,778.22</b>	<b>1,854,880.02</b>	<b>3,355,828.99</b>
<b>Gross Profit</b>	<b>1,882,778.22</b>	<b>1,854,880.02</b>	<b>3,355,828.99</b>
<b>Expense</b>			
403-Depreciation Expense	395,500.00	395,500.00	678,000.00
408 -- Taxes other than Income	31,076.00	35,000.00	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	800.40	0.00	0.00
427-Interest Expense	146,529.10	146,658.35	245,050.00
601 - Wages	325,205.53	366,586.69	623,750.00
603 - Trustee Fees	9,196.72	10,000.00	10,000.00
604 - Employee Pen. & Benefits	270,787.83	232,927.29	405,500.00
615 - Electricity	28,543.48	34,978.04	61,750.00
618 - Chemicals	22,163.46	23,725.55	38,600.00
620 - Materials & Supplies	116,384.09	138,966.96	213,300.00
620.7 - Postage	873.96	0.00	0.00
631 - Contr.-Engineering	7,510.27	7,000.00	12,000.00
632 - Contr. Accounting	41,000.00	43,000.00	63,000.00
633 - Contr. Legal	4,614.23	8,750.00	15,000.00
634 - Other Professional Fees	212.50	8,750.00	15,000.00
635 - Contr-Other	148,374.52	143,105.89	223,150.00
642 - Rental of Equipment	0.00	500.00	500.00
650 - Transportation	13,353.46	20,308.30	32,850.00
657 - Insurance - Gen. Liab.	15,918.50	15,000.00	15,000.00
658 - Insurance-Workers Comp.	15,202.40	26,250.00	35,000.00
660 - Advertising	1,295.86	250.00	750.00
667 - Regulatory Expense	15,267.90	19,500.00	20,000.00
675 - Misc. Expenses	7,985.61	6,466.70	11,050.00
680.00 · Uncategorized	0.00	0.00	0.00
<b>Total Expense</b>	<b>1,617,795.82</b>	<b>1,683,223.77</b>	<b>2,779,250.00</b>
<b>Net Ordinary Income</b>	<b>264,982.40</b>	<b>171,656.25</b>	<b>576,578.99</b>
<b>Net Income</b>	<b>264,982.40</b>	<b>171,656.25</b>	<b>576,578.99</b>

**Table 3**

**BRWD Capital Improvement & Contributions to Equity through 31 July 2019**

Acct #	Description	30-Jul	Amount
<b>Capital Improvements</b>			
105.01	Marine Construction	\$ 6,970.87	\$ 10,000.00
105.02	Engineering & Excavation	\$ 7,349.50	\$ 10,000.00
105.05	GIS	\$ 285.00	\$ 3,000.00
105.10	Storage Building Project (roof) treatment plant	\$ 3,277.50	\$ 5,000.00
105.22	Logan Road Water Main Replacement	\$ 2,002.50	\$ 100,000.00
105.21	Natural Resource Projects	\$ 1,360.00	\$ 45,000.00
105.50	Work in Progress - Other	\$ 78,225.30	\$ 2,000.00
	<b>Total Capital Improvements</b>	<b>\$ 99,470.67</b>	<b>\$ 175,000.00</b>
<b>Principal Repayments</b>			
221.31	MBB Highland Park		\$ 32,000.00
221.32	MBB Pinkham Standpipe Rehab		\$ 5,500.00
221.33	RD Southport Interconnection	\$ 31,781.27	\$ 33,000.00
221.89	SRF Cape Newagen MMBB	\$ 10,669.00	\$ 11,000.00
221.92	RD 91-20		\$ 25,000.00
221.93	FNB Consolidation	\$ 10,462.01	\$ 11,500.00
221.95	MMBB Sea Street		\$ 13,000.00
221.97	FNB Fluoride Bond	\$ 6,483.02	\$ 7,700.00
221.992	FNB Line of Credit	\$ 300,000.00	\$ 300,000.00
221.99	RD 91-18	\$ 6,400.00	\$ 6,500.00
221.993	MMBB Consolidation		\$ 340,000.00
	<b>Total Principal Repayments</b>	<b>\$ 365,795.30</b>	<b>\$ 785,200.00</b>

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

*Land Conservation/Acquisition: The updated policy is attached. A new section was added to specifically address the PUC waiver and purposes of watershed conservation account.*

*Boothbay Region Land Trust Board President Hal Moorefield will attend the Trustees' Sept 24 meeting to discuss watershed land conservation.*

*Septic outreach/survey: We compiled a septic survey/education package that was sent to all homeowners on Knickerbocker Lake shoreline. Package is attached.*

*We met with Knickerbocker Lake Association on August 20 to discuss shorefront property owners' concerns about lake levels. We shared historical information on withdrawals and lake levels and they shared photos of their shorelines. KLA has asked that the District postpone withdrawals from Knickerbocker until August to reduce impacts on shoreline residents.*

Carl Hamrin, whose 70-acre property the District acquired in 2015, died on August 14. Both Carl and his wife, Jeannie have been good stewards of Adams Pond and Jeannie now is serving on our education committee. We are asking the Board to consider a donation in his memory to the Lyme Disease Association.

The board approved a donation of \$200.00 be made to the Lyme Disease Association in the memory of Karl Hamrin.

*Trustee Climo motioned, Trustee Anthony second, vote unanimous*

- 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)** – Nothing new to Report.
  - b. **Training Update** –Nothing new to report
- 7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained the same during the previous period with, 87% efficiency for filter performance and clarifier performance remaining at 91%. Key chemical additions have increased during the previous period ranging between 65% to 100% above normal with no taste or odor issues. Water reserves remain at 95+/-%.

Finish water production is roughly equal to that recorded in 2018 with average daily production decreasing to 0.8081 MGD as compared to 2018 production for the same period of time equaling 0.7910 MGD.

- a. **Knickerbocker Lake Withdrawals** – Table 4 -Boothbay Region Water District Knickerbocker Lake Water Withdrawal Report lists the permit compliance parameters as of 25 August 2019. The manager reported the district would be suspending water withdrawal operations the week of 3 September 2019.

<b>Table 4</b>			
<b>2019 Boothbay Region Water District</b>			
<b>Knickerbocker Lake Water Withdrawal Report</b>			
<b>Start Date</b>	<b>End Date</b>	<b>Gallons Pumped</b>	<b>Gallons Remaining</b>
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
17-Jul-19	21-Jul-19	3,881,400	47,618,600
22-Jul-19	29-Jul-19	6,352,700	41,265,900
30-Jul-19	5-Aug-19	7,336,700	33,929,200
6-Aug-19	12-Aug-19	6,784,200	27,145,000
13-Aug-19	20-Aug-19	6,611,200	20,533,800
21-Aug-19	25-Aug-19	5,987,100	14,546,700
<b>Total Withdrawn</b>		<b>36,953,300</b>	<b>14,546,700</b>

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD would declare the color coding of fire hydrants in accordance with National Fire Protection Association (NFPA) standards complete by 23 August 2019. Upon conformation of completeness the regions fire chiefs will be notified directly. The DD has completed the August cross-connection control testing.

In the previous period the DD responded to 29 Dig Safe requests in the previous period which was a higher than normal amount due to pre-marking and safety sign placement with regard to the Route 238 Bridge Replacement Project about to commence in Southport.

- a. **New Building Status Report** –The manager reported that he had been in discussions with *Dirigo Engineering* and would be receiving copy of the final package for the Boothbay planning board very soon. The manager stated he was not pleased with the performance of *Dirigo Engineering* thus far with regard to this project.
- b. **New Replacement Vehicle** - No change in status.

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

10. **LAND ACQUISITION UPDATE** - The manager reported that Mr. Paul Sherman, owner of Boothbay Tax Map R-07, Lot 12-C, a three (3) - acre parcel across from Adams Pond, rejected the offer made for this piece of property of \$35,000.00 and submitted a counter offer of \$45,000. The board discussed the situation and instructed the board to make a counter offer of \$37,500.00 on 10 September 2019.

*Trustee Anthony motioned, Trustee Climo second, vote unanimous*

11. **ISLE OF SPRINGS (IOS)** – The manager reported that this project was completed on 22 August 2019 by *Fuller Marine* and district staff. The new main was *disinfected the weekend of 24-25 August and put into service 26 August 2019 with the cooperation of Wright-Pierce Engineering*, monitoring the increased pressure on IOS. The average pressure on Samoset Road was raised from about 45 psi to 90 psi. The pressure problems on IOS were reported to have been solved as a result of the project. The district's pressure reducing valve (PRV), located at the corner of Lakeside Drive and Samoset Road was checked for operation and was found to be working perfectly. With only final payment to *Fuller Marine* remaining, an item to be addressed on the next warrant, the manager stated that this was the final report concerning this project.

12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report

13. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – Nothing new to report.

14. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that since the previous trustee meeting the project area has been Dig Safe notified, the Boothbay Harbor Road Opening permit has been obtained, materials for temporary water were on-site with installation scheduled for this week, materials for construction were either on order or have been delivered and we have had our first construction meeting with water district's excavation contractor, *E.M. Wood Construction*. The manager relayed that *E.M. Wood Construction* had proposed a very aggressive schedule. The current plan was to begin construction on 5 September 2019 with completion of the project scheduled for 27 September 2019.

15. **AFFORDABLE HOUSING PROJECT** – As directed, the manager acquired information requested by the board concerning this project. There were two (2) properties under contract, Boothbay Harbor Tax Map 29, Lots 38 & 39. This project was slated to be proposed to the Boothbay Harbor Planning Board in September with concept plans. As for plans and specifications, particularly referring to district infrastructure, they did not exist at the time of the manager’s report and there was nothing illustrating the project for the board.
16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – The manager reported that *Fuller Marine* had requested a pre-construction meeting that would be completed very soon concerning the logistics of this project. There was nothing further to report on the status of this project.
17. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC)) WATER MAIN** – The manager provided the board with “*Life Cycle Costs, Squirrel Island Water Main, Southport, Maine – Fourth Draft, 26 August 2019*”, a report provided by *Dirigo Engineering* with review by staff and *Verrill & Dana*. The following analysis was synthesized very nicely in an e-mail the manager received from Bill Harwood J.D. that morning and was as follows:

*Zig,*

*The highlights I would focus on tonight are:*

1. *this is a win/win proposal. BRWD and its ratepayers save approximately \$31K/yr. and SI saves approximately \$7K/yr. (this is mostly from eliminating the need for 109 seasonal meters, the cost of which is shared by the two parties).*
2. *It is important for BRWD to be consistent and non-discriminatory in applying its policies, including its well-established policy for serving islands not connected to the mainland by a bridge.*

*Hope this is helpful. Happy to discuss further, if necessary.*

*Bill*

The manager reminded the board that action items include; verification of agreement with SIVC concerning the “Term Sheet” provided a few weeks previously and some sort of notification, giving all parties on SI the opportunity to comment on the proposed change in ownership. Once that had been completed *Verrill & Dana* would have the required components to bring before the Maine Public Utilities Commission (PUC) in a petition to abandon the SI water main to the SIVC.

The board thought the report was comprehensive but very hard to work through for the average layman. The board instructed the manager to have a companion summary for their review at the next trustee meeting to be included with a copy of the engineering report to be included to the SIVC.

The board accepted the report “*Life Cycle Costs, Squirrel Island Water Main, Southport, Maine – Fourth Draft, 26 August 2019*” without revision.

*Trustee Climo motioned, Trustee Anthony second, vote unanimous*

18. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** –Nothing new to report
19. **HARRIS POINT WATER MAIN EXTENSION PROJECT**- The manager informed the board that since the previous trustee meeting, Mr. Brett Hedberg, Harris Point Road, Boothbay Harbor finalized a plan to make a 300-foot, 2-inch high density polyethylene (HDPE), year-round water main extension with the intent of turning his cottage into a year-round home. Mr. Hedberg had paid, in-full all district expenses as outlined in his estimate for this project. Mr. Hedberg had hired *E.M. Wood Construction* to install the water main and *E.M. Wood Construction* had sub-contracted the pipe work to the district.

The manager reminded the board that this arrangement had worked very well in the past. When pressed by trustees Gamage and Climo the manager explained the reason for the deviation from the minimum size water main (8-inch) to two-inch (2-inch) was that the water main feeding this project is two-inch water main and the district had no future plans to replace this main in the near future making any main installation ineffective for fire flows. The estimate for the project, covering the district's costs for this main extension were reported to have been paid in full. The project was tentatively scheduled to be completed between 30 September 2019 and 17 October 2019, pending board approval to do so. The manager recommended the board formally grant Mr. Hedberg permission to proceed with this water main extension project.

The board approved Mr. Hedberg's request for a 300 -foot water main extension of 2-inch HDPE water main in Harris Point Road in Boothbay Harbor.

*Trustee Climo motioned, Trustee Blakeslee second, vote unanimous*

20. The meeting was adjourned at 2045 hr.  
. *Trustee Climo motioned, Trustee Bellows second, vote: unanimous*

## END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager