

11 February 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 28 JANUARY 2020**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tharpe, At-Large (Treasurer); 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 14 January 2020.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
2. The **Payroll** for weeks ending 14 January 2020 & 21 January 2020.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
3. The **Transactions** for the period of 13 January 2020 through 24 January 2020
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
4. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 28 January 2020*. Billing for 1 February 2020 had been tabulated and released to the printers, the total value of this billing is \$432,488.20. The district was reported to be in very good financial shape for the time of year. The manager reported that Utilities Technician, Weston Alley did an excellent job filling in for the Customer Services Representative (CSR). The manager reported that Utilities Technician, Aaron Durgan had been selected to be the swing CSR and would begin training in late-February or March and continue on throughout the year.
5. **NATURAL RESOURCES PROGRAM** – The Natural Resource Program Manager (NRPM) presented to the board the following report:
 - 1) *We met with Land Trust President Hal Moorefeld last week to fine-tune our presentation to their Board on February 20.*
 - 2) *The Boothbay Planning Board's public hearing for the watershed timber harvest ordinances went well. There were a few watershed property owners in the audience but no questions or comments.*

The Boothbay Register article on the Colby Gale application to move the watershed overlay was not on target. Planning Board denied the Colby Gale request to move the watershed boundary based on old DOT infrastructure, which is exactly what we wanted.

The Boothbay Planning Board ordinance rewrite is in the homestretch. It's been long and tedious but we will have much improved protection for watershed if it is ratified by voters.
 - 3) *Knickerbocker Lake Septic Survey report has been completed and is attached.*

| Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 28 December 2019 | |
|--|----------------------|
| Account | Balance |
| Business Checking | \$ 25,202.24 |
| Deposit Sweep Account | \$ 236,799.69 |
| Liquidity Total | \$ 262,001.93 |
| DESIGNATED FUNDS | |
| BBH 2007 Sinking Fund | \$ 20,332.04 |
| Land Acquisition Fund | \$ 14.68 |
| Capital Reinvestment Fund | \$ 2.00 |
| Mt Dora Easement Escrow | \$ 4,768.50 |
| Southport Sinking Fund | \$ 37,312.00 |
| EBB Upgrade 91-20 | \$ 56,042.37 |
| Bank of Maine Unemployment CD | \$ 17,311.25 |
| Designated Fund Total | \$ 135,782.84 |
| TOTAL CASH RESERVES | \$ 397,784.77 |

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)** – On 21 January 2020, Ms. Bethany Mitchell-Legro from *GHM HR Consulting*, attended the district’s regularly scheduled staff meeting. Unfortunately, at the time of the meeting the majority of the staff was responding to a water main break on Reed Road (See 8 (b) **Reed Road Water Main Break**) and therefore the intended meeting with staff did not happen. That said, from administrative perspective, Ms. Mitchell-Legro’s visit was not a waste of time in that we reviewed administrative procedures as well as made the introduction to Ms. Marcia Wilson, *Osman-Page* wherein Ms. Mitchell-Legro was able to get a grasp on which programs administered by the district, she would be responsible for. The manager concluded this report by informing the board that Ms. Mitchell-Legro will meet with the staff at a warmer time of year.
 - b. **Training Update** – The manager reported that the next external training opportunity would occur at the Maine Water Utilities Association Annual Trade Show to be held at the Augusta Civic Center on 5 & 6 February 2019.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained unchanged since the last report. Filter efficiency remained at 73% while clarifier efficiency had remained at 91% efficiency. Raw water quality remained unusually turbid. Key chemical additions were reported to be in the average range.

The TD was still awaiting the filter media analysis from *Blue Earth Technologies*.

Finish water production remains lower than the 0.3705 MGD recorded in 2019, with production averaging 0.3513 MGD for 2020.

- a. **SCADA System Upgrade** – No change in status since previous report.
- b. **Raw Water Pump (RWP1) #1 Overhaul** -Since the previous report staff had requested clarification to the \$15,748.00 quote provided by the *Blake Group* with regard to an estimated final cost. As of now no award for a contractor had been made.
- c. **Backwash Waste Pump Replacement Project** - *Dirigo Engineering* was reported to be in the process of specifying and selecting the correct pumps to meet the needs of this system. The current pumps were undersized and were near failure (an original design flaw with the plant). No further work with regard to this project had taken place at that time.
- d. **Trustee Inquiry** - Trustees Blakeslee & Tharpe led a discussion inquiring of the manager reasons for a consistent drop in demand during the off-season with regard to finish water flow, comparing 2018 to 2019. The manager responded by stating his concern with a more dwindling year-round population and the influence of on-line rental websites wherein homeowners could directly rent their homes all, or in part, directly to the consumer. The manager stated that there was a trend of year-round residences, particularly in Boothbay Harbor, being purchased and mothballed during the winter months, then being used as a seasonal rental exclusively.

Trustee Blakeslee then requested of the manager an historical report concerning long-term trends with regard to production and the disposition of finish water after it leaves the Adams Pond Treatment Plant (revenue water, non-revenue water & unaccounted for water, to be delivered to the trustees at the manager’s earliest possible convenience. This request was concurred on by the board, as a whole as well.

- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD had remained very active over the previous period with most of the staff either assigned to special projects and/or reassigned to other divisions. All necessary and regulatory required actions were reported to be complete.
 - a. **New Replacement Vehicle** - Awaiting word on a delivery date.
 - b. **Reed Road Water Main Break** - On 21 January 2020, a water main break was discovered on Reed Road in Boothbay Harbor. This break was a circular split on the 10-inch ductile iron water main located near the intersection of Reed Road and Middle Road. The repair was done within the regularly scheduled shift with the assistance of *Reny Construction*.
- 9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
- 10. **LAND ACQUISITION UPDATE** – The manager provided the board with a settlement statement for the 34-acre Clifford property, Boothbay Tax Map R4, Lot 173 and informed the board that the closing date was scheduled for 4 February 2019. The total cost to the district for the procurement of this parcel will be \$75,936.26.
- 11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report

12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that as of that morning the new, public water main has reached the 80% completion stage. The manager then informed the board that he had made an error which would delay his request for acceptance of the water main by the board, delaying putting the water main into service into the spring. Administrative Actions still required to be completed included:
- a. Sign off by all abutters on a standard easement for the water district (*Griffin Law Offices*); and
 - b. All current customers on the 2” private water main must submit proper paperwork to the district to become a customer as well as grant access to their property.

Until the above administrative actions are complete the 2” private water main would stay in-service and the status quo would be preserved. The manager reported that he had authorized staff only to disinfect, flow and pressure test the new water main, then it is to be turned off and the new hydrant bagged until such time as the board accepted the new water main.

13. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report.

14. **SQUIRREL ISLAND (SI) WATER MAIN** – The manager reported that on 15 January 2020 *Verrill & Dana* and the district received a proposal from the SIVC through their attorney (see attached) *Pierce Atwood* as their initial position for negotiations concerning the disposition of the undersea water main serving the SIVC. Their proposal included the following:

1. *SIVC will consider sharing the reasonable costs to evaluate, repair and protect the Undersea Line so that the line is able to supply water to Squirrel Island when the Island opens for the season in the spring of 2020.*
2. *SIVC will consider establishing and contributing annually toward a reserve account to be held in escrow and to be used for the purpose of assisting BRWD with repairing and/or replacing all or a portion of the Undersea Line when it is in need of repair or has reached the end of its useful life.*
3. *SIVC agrees to provide labor assistance to BRWD, at no cost to BRWD, to conduct water quality startup activities and ongoing water quality testing and monitoring activities on behalf of BRWD as may be required by the Maine Drinking Water Program, provided that such SIVC labor assistance shall be mutually agreed upon by SIVC and BRWD once the Drinking Water Program determines the additional water quality activities that need to be conducted by BRWD on Squirrel Island.*

The manager reported that this proposal was rejected on 15 January 2020 by the district.

As a counter proposal, the manager authorized *Verrill & Dana* to transmit the following:

1. The district would share reasonable costs in ensuring the water main was in good and serviceable condition through limited marine contractor actions; and
2. The district would assist the SIVC in getting up and running as its own public water system (PWS) and help navigate the statutory requirements that will be heading towards the SIVC in 2020.

The SIVC was reported to be considering the district’s position.

15. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that bid documents and final design were in process, no date for completion was available.

16. **AFFORDABLE HOUSING, REVISION II** – Nothing new to report.

17. The meeting was adjourned at 1850 hr.

. *Trustee Climo motioned, Trustee Bellows second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager