

14 January 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 DECEMBER 2019**

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

1. The board approved the minutes for 26 November 2019 with revisions.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
 2. The **Payroll** for weeks ending 26 November 2019 & 3 December 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
 3. The **Transactions** for the period of 25 November 2019 through 6 December 2019.
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 10 December 2019*. The manager explained to the board that it was his intention to deposit the following out of the SWEEP account to gain compliance with United States Department of Agriculture, Rural Development rules concerning the sinking funds. The following transactions from SWEEP included:
 - Set up a savings account entitled *Southport Interconnection Sinking Fund* and deposit into it \$37,312.00;
 - Deposit into the *BBH 2007 Sinking Fund* the sum of \$20,299.89; and
 - Deposit into the *EBB Upgrade 91-20 Sinking Fund* the sum of \$53,625.44.
- b. **2020 Budget Report** – On 8 December 2019 the manager stated that he had provided the board, electronically, *Boothbay Region Water District 2020 Budget Proposal*, of which the board was thoroughly briefed. The board began a line item by line item review of the budget adjusting only a few of the proposed spending levels as well as inquiring from the manager his methodology used in determining specific funding levels. After lengthy review, once satisfied that the budget was realistic and that all proposed capital improvement expenditures were warranted and consistent with the district's *Boothbay Region Water District, Capital Improvement Plan, Revision III*, the board approved the Boothbay Region Water District 2020 Budget with revisions.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 December 2019	
Account	Balance
Business Checking	\$ 39,157.63
Deposit Sweep Account	\$ 264,467.58
Liquidity Total	\$ 303,625.21
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 2.00
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 17,311.25
Designated Fund Total	\$ 24,542.50
TOTAL CASH RESERVES	\$ 328,167.71

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

Natural Resource Program Manager on jury duty and personal leave during prior week.

1) Land acquisition: Purchase and sale agreement for 34-acre Clifford property is before board for approval

2) The Boothbay Planning Board public hearing for the watershed timber harvest ordinances has been scheduled for January 15. An early outreach package about this proposal was prepared and sent to watershed property owners with parcels 10 acres or greater in size.

3) BRWD's 2019 monitoring report for the Maine Natural Resource Management and Conservation grant (Hamrin property acquisition) was submitted to The Nature Conservancy on 27-November. This is the third annual report of five required for the \$86K grant.

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)** – No word concerning the draft Collective Bargaining Agreement with Teamsters Local 340. As a reminder, the manager informed the board that he would be interviewing Ms. Bethany Mitchell-Legro from *GHM HR Consulting* on 12 December 2019, to possibly fill the vacancy left from the departure of *J. Gaudet and Associates* for a contracted HR officer.

- b. **Training Update** – The manager informed the board that utilities technician, Aaron Durgan successfully passed his Class IV Distribution Water Operators License on 27 November 2019. The manager assured the board that he had been well congratulated by staff for his superior accomplishment and speed for attaining the highest level of licensing that could be obtained. Unfortunately for Aaron, for the next six-years he will have an asterisk attached to the license in that he still needs to have the sufficient time in grade before it is official, however he was a Class IV operator as of now. The board instructed the manager to pass along their congratulations as well.

- 7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency had dropped since the previous report. Filter efficiency for the previous period has remained at 87% while clarifier efficiency dropped to 91% efficiency. Key chemical additions remain in the average range.

Since the previous report the TD had retrieved a full composite sample of the filter media and had sent it to *Blue Earth Technologies* for analysis, report to follow in subsequent report.

Finish water production is lower than the 0.3762 MGD recorded in 2018, with production averaging 0.3442 MGD for 2019.

- a. **Adams Pond Treatment Plant Boiler** – *Mechanical Services Inc.* pushed back the date for this replacement which will occur now on 11 December 2019.
 - b. **SCADA System Upgrade** - The IFIX program needs to be upgraded to Windows 10 requiring an upgrade in certain hardware. We are awaiting a quote from *Electrical Installations Inc.* prior to pulling the trigger.
 - c. **Raw Water Pump (RWP1) #1 Overhaul** – The manager reported that the district intended top overhaul of RWP1 with regard to its 30-hp. motor and vertical turbine. TD staff were looking to get three-quotes from reputable contractors to complete this work. When asked by the board the manager reported that this project was a continuation of the refurbishments completed last winter and was already identified in the Capital Improvement Plan (CIP) as a 2020 project. The manager had no schedule for completion of this work as of the time of the report.
- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD had remained very active over the previous period completing a myriad of job orders and responding to the first snowfall of significance this winter. Preparations for the winter construction projects continued as well as clearing a backlog of cross-connection control; testing with the manager reporting the district would be current by weeks end. Meter reading for the January billing continued.

In the previous period the DD responded to only 8 Dig Safe requests in the previous period which is very quiet and manageable.

- a. **New Building Status Report** – The full application was submitted on-time and will be on the agenda of the 18 December 2019 Boothbay Planning Board meeting. Mr. Randy Butler, P.E., and the manager would be present during this meeting and would keep the board informed of the proceedings in next manager’s report.
- b. **New Replacement Vehicle** - No change in status.

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

10. **LAND ACQUISITION UPDATE** – The manager reported that as directed, on 27 November 2019 he contacted *Griffin Law Offices* and made the counter-offer for the purchase of Boothbay Tax Map R4, Lot 173 equaling \$75,000.00 as authorized by the board. It was unclear if all parties had accepted the offer but *Griffin Law Offices* had provided the district the purchase and sales agreement, which was distributed to the trustees, to sign, of which the manager planned to complete after the meeting. To be clear attorney Griffin was not working for the district with this matter, of which he disclosed up-front.

Trustees Blakeslee and Tharpe were somewhat hesitant concerning the district signing a “Quitclaim Deed” for the property and instructed the manager to speak with attorney Griffin to better explain, in general terms what the exposure the district would have with signing a quitclaim deed with title insurance and if his response was reasonable to the manager, the manager was authorized to sign the purchase and sales agreement.

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

12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that due to recent poor weather the start date for this project has been pushed back by the prime contractor, *E.M. Wood Construction* and we are awaiting word to the next window for construction.

13. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Since the previous report the manager informed the board that due to poor weather on the date chosen for favorable tides for installation, our contractor *Fuller Marine Services* has pushed the project back to 13 December 2019 for installation. All pre-work by DD staff necessary for this project had been completed.

14. **SQUIRREL ISLAND (SI) WATER MAIN** – The manager reported the 3 December 2019 meeting of all parties, and their attorneys at the Drinking Water Program in Augusta, was cancelled. A makeup date for this pivotal meeting has not been set at this time.

15. The meeting was adjourned at 1930 hr.
 . *Trustee Climo motioned, Trustee Anthony second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
 General Manager

