

25 February 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 FEBRUARY 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 28 January 2020.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
2. The **Payroll** for weeks ending 28 January 2020 & 4 February 2020.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
3. The **Transactions** for the period of 27 January 2020 through 7 February 2020.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
4. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 11 February 2020*. Winter operations and running very smoothly as of right now.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 February 2019	
Account	Balance
Business Checking	\$ 28,961.50
Deposit Sweep Account	\$ 140,738.07
Liquidity Total	\$ 169,699.57
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	\$ 305,482.41

- a. **2019 Financial Audit** – *Haverlock, Estey & Curran* would be on-site 5 & 6 March 2020 to complete the field portion of the annual audit. The Customer Service Representative (CSR) and accountant had been engaged in a series of meetings in preparation of the audit. The accounts payable side was much more straightforward and the manager reported he was prepared for the auditor’s arrival. The manager reminded the board that annually trustees may be required to answer questions directly from the auditors over a wide range of subjects, and that he would keep board members advised as to requirements once provided.

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

1) *Land acquisition: We closed on the Clifford property on February 3.*

An outreach letter has been prepared for other high priority land owners (attached for your review). It has not yet been sent. Recommendations on this letter from the Board are welcome.

The Maine Drinking Water Program has given us the green light for a low-interest, short-term loan for the next watershed land acquisition. Still waiting for response from Kipp Farrin. From Greg Connors at Maine Municipal Bond Bank: “The rate is at 1% currently but that could change if interest rates spike significantly between now and when we close the loan (assuming the loan is approved by our Board). The 1% is the floor rate and that rate has been in place for over 3 years due to interest rates being so low. The rate policy is to provide a 2% subsidy on the market rates (including all costs), with a floor rate of 1%. I think the forgiveness is capped at \$50k and could be lower dollar amount if the amount requested for the purchase is less than \$100k.”

2) *The first public hearing for Boothbay’s revised zoning ordinance, including revised watershed protection ordinances and updated map, is set for February 16. Watershed areas, such as CMBG and BHCC, where stormwater structures divert runoff outside of the watershed are still considered within the watershed protection overlay.*

3) *Working on an updated sampling protocol for lake and stream sampling; sampling plan for 2020 and summary of 2019 water quality data.*

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)** – Since the previous meeting the district had begun to recruit for a utilities technician (UT) to fill an anticipated vacancy due to a retirement. The manager reported that he had received a few applications with some pending.
- b. **Training Update** – The Maine Water Utilities Association Annual Trade Show was held at the Augusta Civic Center on 5 & 6 February 2019. It was a very good show with excellent training, the staff received valuable training credit hours.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency was showing signs of improvement since the previous report. Filter efficiency improved to 80% while clarifier efficiency has remained unchanged at 91% efficiency. Raw water quality remained unusually turbid. Key chemical additions remained in the average range.

The manager informed the board that the district had received the filter media analysis from *Blue Earth Technologies* with the report being less than impressive. The manager then went on to inform the board that as a result of this thinly disguised sales pitch, no information concerning the present condition of the filter media was made available. The data had been shipped to *Dirigo Engineering* for review.

Finish water production remains lower than the 0.3313 MGD recorded in 2019, with production averaging 0.3263 MGD for 2020.

- a. **SCADA System Upgrade** – The new computer hardware had been received by *Burgess Computers* and they were being built-up there with the new software and security packages. No date for upgrade installation had been set.
- b. **Raw Water Pump (RWP1) #1 Overhaul** -After repeated attempts by staff to have the *Blake Group* complete its cost estimate, and with window of opportunity for installation running out, the next closest quote was selected and the contractor had been selected, that being *Weston & Sampson* for \$30,000.00. This project was scheduled to begin 12 February 2020.
- c. **Backwash Waste Pump Replacement Project** -No change in status.
- d. **Filter Mid-Level Maintenance** - Since the previous report Filter #1 had been taken out of service, drained and received corrosion control measures within the air/water interface zone, reflooded, tested and put back into service. On 10 February 2020, Filter #2 was taken out of service and was receiving the same level of attention. This project was scheduled to be completed by 18 February 2019. Additionally, both filters would be receiving approximately 2” of anthracite filter media after Filter #2 went back into service.

Chairman Gamage inquired of the manager the root cause for the loss of filter media. The manager responded by reporting to the board that during every backwash cycle a small amount of anthracite media is lost due to it being the lightest, top media. This loss is monitored by TP staff with a known order quantity known at two (2) inches of loss, by using a “calibrated broom handle” to measure media level.

- e. **Wounded Canada Goose** – On 7 February 2020 the NRPM and TD staff rescued a wounded goose off of Adams Pond and delivered it to an aviary rehabilitation facility. In the process, the goose bit Utilities Technician Alley, much to the hilarity of all those involved. The goose and Mr. Alley were both reported to be recovering nicely.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD remained very active over the previous period with most of the staff either assigned to special projects and/or temporarily reassigned to other divisions. All necessary and regulatory required actions were current and completed.
- a. **New Replacement Vehicle** – Chairman Gamage informed the board that on 5 February 2020, he and the manager conducted a conference call with the vendor, *O'Connor Chevrolet*, where in it was learned that the 2019 order was being constructed on 10 February 2020. At that time the vendor offered the district the same truck, box and rack package as was made in 2019 at no additional cost for the 2020 approved budget purchase. The chairman informed the board that he had authorized the manager to order that truck, as the 2020 replacement vehicle as well. No final delivery date was known at that time.
 - b. **Lobster Cove Road Water Main Break** - On 29 January 2020, a water main break was discovered on Lobster Cove Road in Boothbay Harbor. This break was a circular split on the 6-inch ductile iron water main located on the up-hill section of road just North of Appalachee Road. This section of pipe was identified in the district’s Capital Improvement Plan (CIP) as a capital project yet to be scheduled. The repair was done within the regularly scheduled shift with the assistance of *Reny Construction*.

Trustees Bellows and Tharpe inquired as to the cause for the flurry of water main breaks over the previous month. The manager reported that due to the swings in temperature and amount of water in the soils, frost had driven deep and the ground was on the move, both laterally and horizontally. This condition of nature will sometimes create havoc with poorly installed water main (*Lobster Cove Road*) or present too much of a load for water main past its useful life (*Oak Street*). The manager did report that so far, the newly replaced water mains installed by the district over the past twelve-years, that comprised of high-density polyethylene (HDPE) seemed to stand up better to frost action and had not caused the district any re-work.

9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
10. **LAND ACQUISITION UPDATE** – The manager reported the authorized purchase of the 34-acre Clifford property, Boothbay Tax Map R4, Lot 173 which closed on 3 February 2019. The total cost to the district for the procurement of this parcel was \$75,936.26 paid directly out of the district SWEEP account.
11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report.
12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported the water main has been installed with the final “tap and sleeve and valve” installed on the McKown Point Road water main on 6 February 2020. All customers currently being fed from the 2” private water main have applied for service and paid their estimates in-full. The easement remains in-process with *Griffin Law Offices* with several property owners already signed off. A copy of the easement was provided to the board.

On 12 February 2020 the new main will be disinfected, pressure tested and samples will be taken to measure the absence of pathogens. Once complete, until the easement and board approval the water main will be shut down with the new fire hydrant bagged out of service until such time as the easement was completed.

13. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report.
14. **SQUIRREL ISLAND (SI) WATER MAIN** – The manager requested the board go into executive session pursuant to 1 M.R.S.A. §405(6)(E) – *consultations with legal counsel*. The board went into executive session at 1830 hr.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
15. The board came out of executive session at 1849 hr.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
16. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that as of 6 February 2020 the final design and bid package was 95% complete with an anticipated delivery date prior to the next trustee meeting. It was the managers intention to request from the board authorization to put the project out to bid shortly thereafter, pending board approval.

In addition, the manager reported that he had been researching financing options and had found two likely candidates for funding. At present a 15-year, AA municipal bond, of which the district qualifies, had an interest rate of 2.1%

17. **AFFORDABLE HOUSING, REVISION II** – The manager reported that on 4 February 2020 he had met with the benefactor attempting to make this effort become reality. The benefactor reported problems with the owner of the property off Kennyfield Drive with the property currently unsecured. Additionally, the benefactor was looking hard at the Dora Highlands subdivision and the manager reported that he had expressed his thoughts on the pro's and con's. Lastly, the manager reported that he personally dispelled the previously reported "Myth" concerning the district trustees and reiterated the boards full-support for any projects.
18. The meeting was adjourned at 1911 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

