

24 March 2020

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 10 MARCH 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 Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Tharpe, At-Large (Treasurer).

1. The board approved the minutes for 25 February 2020.  
*Trustee Climo motioned, Trustee Blakeslee second, vote unanimous*
2. The Payroll for weeks ending 25 February 2020 & 3 March 2020.  
*Trustee Climo motioned, Trustee Blakeslee second, vote unanimous*
3. The Transactions for the period of 24 February 2020 through 6 March 2020.  
*Trustee Climo motioned, Trustee Blakeslee second, vote unanimous*
4. Trustee Climo reported that he had been re-elected trustee of the Boothbay Region Water District by the citizens of Southport at the 2020 Southport Town Meeting. Trustee Climo's current term will run out in May 2023.
5. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 10 March 2020*. The manager reported that there appeared to be strong interest from district customers to begin the summer season with the recent great weather. Board members were reminded that the standard answer to such requests is “it is guaranteed by 1 May 2020”. Since the previous meeting the district had received five (5) new service applications, all of which to support new construction with all district cost estimates complete.
  - a. **2019 Financial Audit Update** – The manager informed the board that *Haverlock, Estey & Curran* completed the on-site portion of the annual financial audit on 5 & 6 March 2020. Up until that point the audit team reported no significant deficiencies. The manager reported that he had reiterated the need for a timely conclusion to this process with the auditors, including a presentation to the board as well as prompt attention to compiling of the *2019 Annual Report to the Maine Public Utilities Commission*, both of which the auditors committed to having completed within the given timeline. The manager informed the board that he expecting an audit report for the board, tentatively scheduled for 28 April 2020.

<b>Table 1</b>	
<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 10 March 2020</b>	
Account	Balance
Business Checking	\$ 26,794.48
Deposit Sweep Account	\$ 403,389.41
Liquidity Total	\$ 430,183.89
<b>DESIGNATED FUNDS</b>	
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
<b>TOTAL CASH RESERVES</b>	<b>\$ 565,966.73</b>

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

- a. **Land conservation/acquisition:** *Farrin property: We conveyed Board's offer of \$135,000 and Pat responded that he is firm at \$145,000. They also have expressed their interest in maintaining some ATV access across the property. This is a detail that we should be able to work out in the deed language. We have made it clear that the District will not allow any use that would jeopardize the pipeline or cause runoff/ erosion.*

*pipeline travels. Board's last offer to Pat was \$125,000. Pat has now countered at \$145,000. The most recent property appraisal (December 2018) sets the value at \$134,600. There is road access to the parcel from Adams Road off Back River Road but that access is constrained by pipeline.*

*The Maine Drinking Water Program has given us the green light for a low-interest, short-term loan for this land acquisition.*

*Looking for a Board recommendation on Pat's response.*

Table 2. Cost comparison with recent purchases

Property Owner	Purchase Price	Total acres	Price per acre
Hamrin	\$120,000	70	\$1,714
L. Sherman	\$50,000	4.7	\$10,638
P. Sherman	\$37,500	3.1	\$12,097
R. Clifford	\$75,000	34	\$2,205
P. Farrin	\$134,600	22	\$6,118
P. Farrin	\$145,000	22	\$6,591

No additional activity on either Edelson or McFarland properties. Outreach letters were sent to Billard, Pinkham, Elderkin and Kellogg last week.

- b. **319 Grant** - We have begun planning 319 grant work for 2020. We expect the Pine Woods Road upgrade to be completed this spring/summer and hope to use the remainder of funds to upgrade Gaecklin Road (which has been a significant source of runoff/erosion in last several storms) and Knickerbocker Lake Public Access. Both of these are town properties and we anticipate the Town will do the work. Meet with Mike Alley and Dan Bryer today to confirm plans.
  - c. **Water Quality Summary** - Work on water quality data summary, water quality sampling update/planning, CDC grant invoicing continues. We also continue to work with a couple of Knickerbocker Lake watershed residents with “problem” properties. DEP was here last week to meet with them, as well.
7. **MOTION** - Trustee Bellows motioned to meet Mr. Farrin’s offer of \$145,000.00 for the purchase of “The Farrin Property” including 22-acres of watershed land in the Knickerbocker Lake and Adams Pond Watershed with no encumbrances on the property as proposed by Mr. Farrin, chiefly ATV use. If that provision could not be agreed on, the district would begin condemnation procedures to secure the properties wetlands and utility easement areas. *Trustee Bellows motioned, Trustee Blakeslee second, vote unanimous*
  8. **MOTION** – Trustee Climo motioned that the board table any further action on **Sec. 7 – MOTION**, until the matter of timing the above-mentioned motion until further assessment is completed by the board at the 24 March 2020 trustee meeting. *Trustee Climo motioned, Trustee Bellows second, vote unanimous*
  9. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
    - d. **Human Resources (HR)** – The manager reported that on 4 March 2020 an offer for employment for the new Utilities Technician position was made to Mr. Troy Gauthier, who accepted the position on the same day. Mr. Gauthier was to begin his employment with the district on 30 March 2020 or earlier depending on his commitments to his previous employer. On 31 March 2020, Human Resources Manager (by-contract), Ms. Bethany Mitchell-Legro, HR Manager, will be on-site to complete the indoctrination process as well as meet with staff.
    - e. **Training Update** – Nothing new to report

10. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency improved with filter efficiency now at 93% and clarifier efficiency at 100%. Raw water quality is showing signs of improvement. Key chemical additions remain in the average range.

Finish water production is back to normal for 2020, registering slightly lower than the 0.3344 MGD recorded in 2019, with production averaging 0.3315 MGD for the same period in 2020.

- a. **SCADA System Upgrade** – No change in status.
  - b. **Raw Water Pump (RWP1) #1 Overhaul** – No change in status.
  - c. **Backwash Waste Pump Replacement Project** – The TD received a quote from *Blake Equipment* that morning for materials equaling \$6,925.00. The quote is well within budget and the order had been placed. No estimated time for completion of work is available at this time.
  - d. **Annual Electrical Inspections & Maintenance** – On 25 & 26 February 2020 *Midcoast Electric*, the district’s industrial electrical contractor, arrived on-site and completed the 2020 high energy electrical inspections. No major deficiencies were noted with only minor repairs made.
11. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continued to take advantage of the recent warm and storm-free weather with the DD reassembled as a functional unit, to complete “whiteboard projects”. All necessary and regulatory required actions including cross-connection control, meter reading and meter testing were current.
- a. **New Replacement Vehicles** - No change in status
  - b. **2020 Seasonal Start-up Update** – Work continued in preparation of the 2020 start-up. Several capital improvements projects had been undertaken which were previously put off until there was an opportunity to complete. The manger stated that “We are in a good place with seasonal start-up so far this year”.
  - c. **Middle Road Water Main Break** - On 2 March 2020, a water main break was discovered on Middle Road (south end) in Boothbay Harbor. This break was a circular split on the 2-inch cast iron water main located near the intersection of Middle Road and Williams Street and is the third water main break on this line in the last two-years. This section of pipe is 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*.
  - d. **Presley Drive (West) Water Main Break** - On 3 March 2020, a water main break was discovered on Presley Drive (west) in East Boothbay. This break was a circular split on the 6-inch, used, ductile iron water main located dead center on the western spur of the Presley Drive water main. This section of pipe is not identified in the district’s Capital Improvement Plan (CIP) as a capital project. The materials used in constructing this water main were purchased as used pipe by the former East Boothbay Water District or the developer, and astonishingly, allowed to go into service. The repair was done within the regularly scheduled shift with the assistance of *Reny Construction*.

12. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 27 February 2020 the board met. The group was now working towards applying for, and expending a Capacity Development Grant, issued by the Maine CDC to create the “Five Rivers Standard” which will focus in on a model for Terms and Conditions of Service as well as a standard Policies and Procedures. This needs to be completed by a third party in that it is of sufficient complexity that no district in the council can afford the effort needed.
13. **LAND ACQUISITION UPDATE** – See 5 – **NATURAL RESOURCES PROGRAM**
14. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report.
15. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that there were at-least two holdouts remaining for the easement signatures requiring the manager to reach out directly to these individuals. The Manager was hopeful to have this completed very soon.
16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report.
17. **SQUIRREL ISLAND (SI) WATER MAIN** – Nothing new to report
18. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported *Dirigo Engineering* had delivered the plans and specifications on 5 March 2020 which were forwarded on to trustees. The manager circulated Trustee Anthony’s comments which were to be forwarded to the engineer for evaluation. The manager took and assembled comments from the board for delivery to *Dirigo Engineering*.
19. **AFFORDABLE HOUSING, REVISION II** – No change in status.
20. **CAMERONS POINT WATER MAIN** – The manager reported that on 4 March 2020 the distribution foreman and he had investigated the potential route for water main looping, with the manager sorting out what property owners would be needed to provide an easement. As time permitted the manager would be meeting with Attorney Griffin to begin the easement process.
21. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** - On 3 March 2020 the distribution foreman and the manager met with Mr. Jim Lord P.E., *Dirigo Engineering*, on-site to begin the drafting of bid documents for the Fall of 2020 Paygo project. The manager informed the board that during the following week *Dirigo Engineering* would be sending a survey crew to determine the boundaries of the project and develop plans and specifications. In addition, the district had contracted with *Drilling and Blasting Specialists* who would be completing ledge probes on 18 March 2020 at ten-foot intervals within the construction zone.
22. The meeting was adjourned at 2027 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager