

12 May 2020

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 28 APRIL 2020

The Board of Trustees convened at 1900 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 April 2020 with revisions.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous*
2. Approve Payroll for weeks ending 14 April 2020 & 21 April 2020.  
*Trustee Climo motioned, Trustee Tharpe second, vote: unanimous*
3. Approve Transactions for 13 April 2020 through 24 April 2020  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous*
4. **ADMINISTRATION** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 28 April 2020*. Billing for May had been tabulated to be \$415,683.48 which would be released on 1 May 2020. During the previous period the district received an additional four (4) “new service applications” and established one (1) new customer.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 28 April 2020</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,911.74
Deposit Sweep Account	\$ 543,559.51
<b>Liquidity Total</b>	<b>\$ 569,471.25</b>
<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
<b>Designated Fund Total</b>	<b>\$ 135,782.84</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 705,254.09</b>

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

- a. **Land conservation/acquisition:** *We are set to close on the Farrin property this week. Our application for a low interest loan from the State Drinking Water Program has been approved and we have submitted the necessary paperwork to the Municipal Bond Bank.*

*Jon Ziegra and I met via Zoom with BRLT Director Nick Ullo and Board President Hal Moorefield on April 22. They proposed that we establish a local collaborative to move forward on a land conservation plan for the watershed, following a framework similar to that used to establish the Riverlink Trail. BRLT is on board to lead this effort and to serve as the fiscal agent.*

*The first step is to convene a first meeting with representatives from key organizations: Towns of Boothbay, Boothbay Harbor and Southport, YMCA, CMBG, BRLT and BRWD. This group will likely be expanded after first meeting to include KLA, perhaps Chamber of Commerce. First meeting is tentatively set for May 20.*

- b. **Source Water Protection Grant:** *We have been reimbursed \$10,000 for our 2019 State DWP Source Water Protection Grant.*
- c. **319 Grant Update** - *Work should begin soon on the 319 grant Pine Woods Road stormwater improvement project, with others 319 projects to follow this summer.*

*We are working on another 319-grant application for the 2021-2022 grant period, which will focus on addressing NPS problems associated with Gaecklin Road and Adams Pond Road. We met with Dirigo and Town of Boothbay Public Works to consider approaches for these two roads this morning.*

- d. **GIS Update** - *Dirigo Engineering has connected us with Ray Corson, Corson GIS Solutions, to help us better utilize our GIS platforms.*
- e. **Lake Monitoring Update** - *COVID-19 restrictions have limited our ability to start lake sampling in April as we usually do. We are working now to begin the watershed and lake sampling season in May.*

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
- c. **Retirement Announcement** - On 21 April 2020 Clarence “Scott” Campbell retired. We **will** be having a cookout in his honor at a yet to be determined time and place. The manager presented the board with a farewell message sent to the board and staff from Mr. Campbell. The board asked the manager to thank him for his many years of service and to thank him for his well wishes.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained at 100% for both filter and clarifier efficiency. Raw water quality continued to show signs of improvement. Key chemical additions remain in the average range.

Finish water production for the previous period averaged 0.4253 MGD as compared to the same period in 2019 which averaged 0.3939 MGD.

- a. **SCADA System Upgrade** – No change in status.
  - b. **Raw Water Pump (RWP1) #1 Overhaul** –The manager reported, as in the previous report, the newly refurbished and installed pump had been installed and received a cursory check by the contractor. That said it was not tested until the return of the chief treatment plant operator (CTPO) upon his return from quarantine. The pump was thoroughly tested and placed back in service on 20 April 2020. All tests were acceptable with the pump system now in service. This report concluded this 2020 capital improvement project as completed.
  - c. **Backwash Waste Pump Replacement Project** – Materials for this in-house capital improvement project had arrived. The project would not commence until the district was back to full staffing levels due to the rigging involved and the complexity and time constraints related to the project requiring additional staff to complete. In addition, with demand, and therefore waste water due to demand increasing, it remained unknown at this time if this project would be completed during the spring/summer season and may be pushed back until after seasonal water service concluded in the fall.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that on 15 April 2020 the “Gold Crew” (Harmon, Orne, Simmons & Timberlake) came on-duty with the “Blue Crew” was sent into quarantine.
    - a. **New Replacement Vehicles** – The manager reported that the truck chassis for the 2019 budget holdover was received in early April by *O’Connor’s* and immediately shipped to the factory in Waterville to be fitted with its body. Shortly after arriving for body installation, the factory shutdown due to the COVID-19 pandemic with no reopening planned as of yet. Likewise, the 2020 budget vehicle was due to roll off of the assembly line on 23 April 2020, but with the assembly plant again shut down, this time for the COVID-19 pandemic, no revised manufacture or delivery date had been set.
    - b. **2020 Seasonal Start-up Update** – The “Gold Crew” completed their portion of the seasonal water service start-up on 24 April 2020, effectively completing the start-up process. That said, Massachusetts Road in Boothbay Harbor remained incomplete, awaiting contractor availability. It is expected to be completed on 29 April 2020 as part of the project.
  9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in Status

10. **LAND ACQUISITION UPDATE** – The manager reported that on the closing date for the purchase of the 22-acre parcel, Boothbay Tax Map R-4, Lot – 169D, for a total cost of \$148,221.50 is scheduled for 29 April 2020 at Chip Griffins office. The application was completed to the State Revolving Fund (SRF) (land acquisition fund) 24 April 2020 with funding not to arrive in-time for the closing. It is my intention to withdraw the funds from the SWEEP account for interim financing and replace those funds when the state releases the funding to the district.
11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report.
12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** –See Section 8. **DISTRIBUTION DIVISION**, b. **2020 Seasonal Start-up Update**.
13. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – The manager reported that on 16 April 2020 both ends of the new crossing were installed into the seasonal water distribution grid and pressure tested successfully, after which, as used for the water feed for Barters Island was cleared bacteriologically as part of the seasonal water testing. This project is now considered completed.
14. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – As directed, *Verrill Law* submitted on behalf of the district, *Request for Approval to Transfer Utility Property (35-A M.R.S. § 1101)* with the Maine Public Utilities Commission (PUC). On 17 April 2020 the PUC scheduled a case conference on Friday, 24 April 2020 where a course of action, from a procedural level could be discussed with both parties concerning the transfer of the undersea water main.

On 21 April 2020 the Office of the Public Advocate (OPA) filed with the PUC a Petition to Intervene with the PUC regarding this matter. When questioned by trustees the manager explained that for PUC proceedings this means that the OPA has now have the right to comment and bring arguments forward during the future case.

On 22 April 2020 Pierce Atwood filed, on behalf of the SIVC, A Petition to Intervene on Behalf of the Squirrel Island Village Corporation.

On 24 April 2020 the Case Conference was held. SIVC board members, Pierce Atwood, PUC, OPA, *Verrill Law* and the manager were on the conference call. There were no substantive issues discussed at this meeting. On 8 May 2020 SIVC is a deadline date for SIVC to provide additional comments as well as have their “experts” weigh-in on the district’s petition. *Verrill Law* had retained the right to comment on any further information brought by SIVC. On 27 May 2020 the Follow-up Case Conference had been scheduled to attempt mediating this dispute.
15. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that the district had hosted several contractors since the project was advertised looking to familiarize themselves with the site and working conditions as well as the local political scene. Again, the bids opening was to take place on 12 May 2020.
16. **CAMERONS POINT WATER MAIN** –No change in status.

17. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT –**

The manager reported that *Dirigo Engineering* delivered to the district, the bid packages on 21 April 2020. The bid packages, which will be opened on 26 May 2020, were distributed to the following:

- a. Back Meadow Farms Construction;
- b. Reny Construction; and
- c. E.M. Wood Construction

18. **PANDEMIC RESPONSE PLAN (COVID-19) AND ASSOCIATED ACTIONS TAKEN** –Nothing new to report.

19. The board went into Executive Session pursuant to 1 M.R.S.A. §405(6)(A), *personnel matters* at 1941 hr.

*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

20. The board came out of Executive Session at 2000 hr.

*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

21. The meeting was adjourned at 2001 hr.

*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager