

23 June 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 9 JUNE 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 26 May 2020 with revisions.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
2. Approve Transactions for 25 May 2020 through 3 June 2020
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
3. **ADMINISTRATION** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 9 June 2020*, During the previous period the district received an additional three (8) “new service applications” and established one (1) new seasonal customer.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 June 2020	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 775,821.26
Liquidity Total	\$ 800,821.26
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	\$ 936,604.10

- a. **Maine Bond Bank (MBB) Land Acquisition Loan Update** –No Change in status.

4. **NATURAL RESOURCES PROGRAM** – The Natural Resources Program Manager (NRPM) provided the board the following report in writing.
 - a. **Land conservation/acquisition:** *Nothing new to report.*
 - b. **Watershed runoff/erosion:** *Saturday’s storm dropped 1.23” of rain in less than an hour, which led to lots of erosion across the watershed. Watershed survey on Monday picked up some new NPS sites we hope to get fixed under the current 319 grant. We have begun outreach to property owners.*

The BRWD Knickerbocker Lake intake road suffered a lot of erosion on Saturday, as well. The road needed maintenance anyway. We will hire Renys to make improvements and work costs will be applied as a match for the 319 grant.

Knox Lincoln Soil and Water Conservation District brought two interns here last Tuesday to plant about 100 white cedar seedlings in the watershed. The trees were COVID leftovers from the Maine Forest Service, which had to cancel community planting projects. Most were planted at the former Linda Sherman property (RT27 microburst site) and a few were parceled out to watershed property owners. Watering will be the big issue. We have been promised the interns will return weekly during the summer to water.
5. **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)** – The manager reported that the district went to nearly full-staff on 13 May 2020 with all staff reported healthy. Treatment Plant Operator, Weston Alley, was reported to be currently serving his annual two-week active service with the United States Coast Guard and was scheduled to return on 10 June 2020.
 - a. **Training Update** – Both the Maine Rural Water Association (MRWA) and the Maine Water Utilities Association (MWUA) were now offering a plethora of short, on-line training opportunities which seem to be all that will be offered for the foreseeable future. Staff have been encouraged to begin taking these courses to complete training credit hours by 31 December 2020 so that licenses can be renewed.
6. The board went into **Executive Session** pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1908 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
7. The board came out of Executive Session at 1922 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
8. The board authorized the manager to reactivate the position of **Administrative Manager** and begin recruiting for this position at his convenience.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
9. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained at 100% for both filter and clarifier efficiency. Due to a recent weather event which occurred on 7 June 2020, wherein the district received 1.27 inches of rain in 20 minutes, raw water quality was expected to decline that week. At this time of the report the manager informed the board that key chemical additions remain in the average range.

The manager informed the board that he was perplexed, finish water production for the previous period averaged 0.6448 MGD as compared to the same period in 2019 which averaged 0.5728 MGD. The manager stated that there were no known leaks and all bleeders were checked to ensure they were shut down.

- a. **SCADA System Upgrade** – The new computer stacks were installed the previous day and the SCADA software received the necessary upgrade. The previous evening the bugs were worked out and the Chief Treatment Plant Operator (CTPO) reported this project was now acceptable and complete.
 - b. **Backwash Waste Pump Replacement Project** – No change in status
 - c. **Plexiglass Safety Window for Customer Service** – The manager reported that he had contracted with *Wiscasset Glass*, for just under \$700.00, to complete this project which was now considered in-process with no completion date known at that time. The manager reported that he had been informed that there existed a nationwide shortage of plexiglass.
10. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD remained current with job orders, dig safe notifications and minor repairs with the list of “whiteboard projects” now being attended to. Since the previous period, a round of paving district roadwork took place without incident with the district now current with its paving liabilities with all three municipalities.

The district the manager reported the district had entered into a public fire protection project, jointly working with the municipality of Southport and at the private homeowner’s expense, procuring 600-ft. of six (6)-inch HDPE, welding it together, and constructing an emergency fire main, to be charged by the Southport Fire Department to protect a previously uncovered portion of the town. This project was, as of now incomplete with minor materials still on back order. Chairman Gamage provided the board with background information describing the need for the project, the configuration of the project, describing the form and function of the new line and assuring the board members that this was not extension to the district infrastructure as well as thanked the district for their support.

- a. **New Replacement Vehicles** – the manager reported that as of the previous week *O’Connor’s* had informed him to expect an invoice for the completed 2019 replacement vehicle, currently on back-order. Once the paperwork was in hand a check would be cut, and delivery would be taken immediately. The truck to be replaced would be offered to *E.M. Wood Construction* at “Blue Book-Low” per their interest in purchasing a retired vehicle from the district in 2019. If not sold to Wood, the truck would be disposed of at wholesale to *Hawke Motors of Boothbay Harbor*. The board concurred with this course of action.
11. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
12. **LAND ACQUISITION UPDATE** – No change in status
13. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.

14. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager informed the board that since the previous trustee meeting, on 27 May 2020 the discovery meeting, moderated and recorded by the PUC, was held. Again, representatives from Maine Public Utilities Commission (PUC), Office of the Public Advocate (OPA), the District and the SIVC were in attendance via telephone to review progress made through “discovery phase” of this case. The manager reported that SIVC had retained *Seevee and Mahar*, a small engineering firm in Freeport as their experts. The manager described SIVC’s tactic employed at the meeting as with “all of this information”, the SIVC wanted to delay further proceedings as to make a thorough review. In addition, the SIVC attorney began to describe factors, in the opinion of the district largely irrelevant to the districts filing, concerning the SIVC becoming a public water system (PWS) as being “to burdensome” for the SIVC. The district’s attorney took back control of the meeting, reminding the PUC that the matter was not a complicated question and had only to do with the watermain. The PUC somewhat gave in to the SIVC but reminded their team that this petition was not theirs, it was the district’s and as such required PUC to bring a quick resolution.

The manager reported that *Fuller Marine* dove the water main on 27 May 2020 and found no leaks. Chuck Fuller believes that there may be weeps on previous repair bands and asked permission to change those out. The manager informed the board that he had authorized him to proceed, forwarding the written report to *Verrill Law* to share with SIVC.

The manager then informed the board that the next official meeting will be the official mediation meeting which will take place on 25 June 2020. Trustee Blakeslee led a lengthy conversation with the board discussing options with regard to the mediation conference. It was decided by the board to table any alternatives within the mediation offer until such time as the district trustees could discuss the matter fully with counsel. The manager was instructed to have legal counsel available, in executive session at the 23 June 2020 trustees meeting.

15. **NEW MAINTENANCE GARAGE PROJECT** –The manager provided the board with a briefing as to progress made with regard to this project since the previous trustee meeting. On 8 June 2020 the district, *Dirigo Engineering* and *Lajoie Bros Inc.* met at the district office for the preconstruction meeting. As directed, the manager reported that he had signed the contract to begin the project. All rights and responsibilities of the parties were thoroughly discussed and the project was scheduled to begin on 15 June 2020 with the installation stormwater best management practices (BMP’s) the first item to be accomplished. The pay requisition meetings for the next three months were scheduled as well. The treasurer, trustee Tharpe requested of the manager the dates and times of said meetings so that she could schedule and attend.

The research for financing options for the project were reported to be complete. Of the lending institutions invited to bid on financing for this project, the district received two (2) replies. The institutions responding were *Key Bank Corp* and *The First National Bank of Damariscotta (The First)*. *The First* edged out *Key Bank Corp* by \$30,393.43 in cumulative interest over the life of the 15-year loan, paid twice per year during elevated cashflow periods. The manager recommended that the board authorize him to close the loan with *The First* at the terms discussed. The board approved the managers recommendation.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous

16. **CAMERONS POINT WATER MAIN** –No change in status.

17. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** – Chairman Gamage opened a single bid for the project, submitted by *E. M. Wood Construction Inc.*, with a value of \$217,690.00. Further discussion was tabled.
18. **RED ZONE WIRELESS** – The manager informed the board that the district was currently in negotiations, through its wireless administrator, *Communication Facilities Inc.* with *Red Zone Wireless* who were interested in renting space on the Thompson Family Standpipe in Southport. The infrastructure required for this installation would small, especially when compared to the ATT installation on the Pinkham Standpipe. Mr. Dave Libby, our administrator for renting space on district infrastructure, believed \$3,600 to \$4,800 per year rental with an automatic 3.0% annual escalator was fair price, with negotiations ongoing. The board instructed the manager to keep them informed.
19. The meeting was adjourned at 2029 hr.
. *Trustee Climo motioned, Trustee Bellows second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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