

14 July 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 23 JUNE 2020

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Mr. William Harwood J.D., *Verrill Law*; Mr. Brian Marshall J.D., *Verrill Law*. Absent: Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 9 June 2020.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
2. Approve Transactions for 8 June 2020 through 19 June 2020
Trustee Climo motioned, Trustee Tharpe second, vote: unanimous
3. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(E) *consultations with legal counsel*, at 1903 hr.
Trustee Climo motioned, Trustee Tharpe second, vote: unanimous
4. The board came out of executive session at 2005 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
5. **ADMINISTRATION** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 23 June 2020*, During the previous period the district received an additional three (3) “new service applications” and established four (4) new customers.
 - a. **Maine Bond Bank (MBB) Land Acquisition Loan Update** –No change in status, NRPM to look into this matter.
 - b. **Administrative Manager (AM) Position** – The manager reported to have posted the AM position in the *Boothbay Register* with it to be run in the 2 July 2020 and 9 July 2020 editions and was currently on-line. The manager also informed the board that he had also written Mr. Mohamed Osman, *Osman-Page*, informing him of this change in management at the district with a tentative termination date of the contract with *Osman-Page* of 31 August 2020 with regard to the current contract between *Osman-Page* and the district.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 23 June 2020	
Account	Balance
Business Checking	\$ 25,164.06
Deposit Sweep Account	\$ 423,468.41
Liquidity Total	\$ 448,632.47
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,332.04
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 300,002.05
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	\$ 435,782.89
TOTAL CASH RESERVES	\$ 884,415.36

6. **NATURAL RESOURCES PROGRAM** – The Natural Resources Program Manager (NRPM) provided the board the following report in writing.
- a. **Land Conservation** - *We met with Boothbay and Boothbay Harbor town managers to discuss the planned watershed conservation group. Both town managers were receptive and will bring a recommendation to their select boards to participate in the group. Materials provided to Town Managers to support request are attached: Public Water Supply doc, ToTownsJune2020 PDF, and email to Town Managers. BBH Town Manager said attendance was not welcome at BBH BOS due to COVID concerns. We will attend Boothbay BOS meeting on June 24 with BRLT Director Nick Ullo. Still looking for Southport representative to be appointed.*
 - b. **Watershed Runoff/Erosion** - *Along with water quality sampling and watershed monitoring, 319 grant work is the big focus right now. Working with property owners and contractors to design/reach agreement on 319 projects for this year. Stormwater work at Pine Woods Road has been completed – paving still remains.*
 - c. **New Maintenance Garage Buffer** - *After meeting with our neighbor Eve Jamieson, we agreed the visual buffer of the new building will be accomplished on her property rather than the District's.*

7. **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)** – On 10 June 2020 the district engaged in summer work hours affecting the CSR and the Distribution Division only. The CTPO was on vacation until mid-July with Treatment Plant Operator, Weston Alley in-charge of TD Division.
 - b. **Training Update** – Employee license retention training was reported to be ongoing, on-line.
8. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency over the previous period remained at 100% for both filter and clarifiers. As reported at the previous meeting, it was the thought of the TD that raw water quality would degrade as a result of the freak storm encountered a few weeks previously, a prognostication that never materialized. Currently the district was consuming key chemicals at a rate of approximately 10% below average.

The manager then reported that contrary to his previous hypothesis concerning the future of finish water production, reporting that production levels were outpacing those recorded in 2019. For the previous period finish water production averaged 0.8545 MGD as compared to the same period in 2019 which averaged 0.6351 MGD. In discussions with the board the manager could see no reason other than to assume the increased production was due to customer consumption. The manager reiterated that there existed no known leaks to account for the usage and no indicators, via SCADA, showing abnormal usage.

- a. **Backwash Waste Pump Replacement Project** – No change in status
 - b. **Plexiglass Safety Window for Customer Service** – *Wiscasset Glass* arrived on 15 June 2020 and completed the safety barrier now permanently installed at the CSR's station offering him extended protection from the general public in normal day-to-day operations. The business office will open on 1 July 2020. This project was now considered complete.
 - c. **Drought Report** – Currently the Boothbay Region was in a D0 Drought (*Abnormally Dry*) The U.S. Drought Monitor measures drought in four categories D0 through D4 (*Severe Drought*). The manager explained that he was not overly concerned with this situation but was keeping a close eye on the drought as it progresses. That said, the manager did report Adams Pond was the lowest for the time of year since Knickerbocker Lake era had begun. As of that morning, Adams Pond had in reserve 235.4MG which the manager deemed as sufficient at that time.
9. **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.
 - a. **New Replacement Vehicles** –No change in status.

10. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
11. **LAND ACQUISITION UPDATE** – No change in status
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.
13. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – Nothing further was discussed concerning this topic with this addressed in the previous executive session.
14. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that construction began 15 June 2020 with the initiation of erosion control measures with current work confined to site work and stormwater treatment system installation. It was reported that so far, the project was moving smoothly. The first progress meeting was scheduled to be held in the conference room on Monday, 29 June 2020. Also see 6 **NATURAL RESOURCES**, Section (c), **New Maintenance Garage Buffer**.
15. **CAMERONS POINT WATER MAIN** –No change in status.
16. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** – No change in status.
17. **RED ZONE WIRELESS** – The manager provided to the board a copy of the proposed contract with *Red Zone Wireless*, valued at \$4,800.00 for the first year, with an annual 5.0% increase to rent space on the Thompson Family Standpipe in Southport. The manager reported the contract is very similar to the contract already in-place concerning the Pinkham Standpipe and AT&T, which the manager stated had served the district very well over the decade of its initiation. The manager recommended to the board that the board authorizes him to enter, on behalf of the district, into this agreement. The board authorized the manager to enter into this agreement with *Red Zone Wireless*.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
18. The meeting was adjourned at 2040 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

