

28 July 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 14 JULY 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 Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Ms. Penny Theal, Southport; Ms. Crystal Theal, Southport; and Ms. Constance Martin, Southport. Absent. None.

1. The board approved the minutes for 23 June 2020.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
2. Approve Transactions for 22 June 2020 through 10 July 2020
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
3. **VANDALISM OF CUSTOMER INFRASTRUCTURE REPORT** – Chairman Gamage recognized Ms. Penny Theal, Ms. Crystal Theal and Ms. Constance Martin who described to the board an act of vandalism, documented by the Lincoln County Sherriff's Office, which occurred early in the seasonal water season at their summer residence located on Sawyers Pond Road in Southport wherein, among other acts of vandalism, the seasonal service was charges and the line feeding the residence was intentionally cut, resulting in a water bill in “excess of \$3,000.00” thus far into the season. At that time the three individuals asked the board if the board could offer some relief for their unusually elevated water consumption so far accumulated this season.

Once the condition was made known to the board, acting on behalf of the board, the manager explained to the three individuals present that the district did not have an abatement policy, due to the fact that the district was a regulated utility falling under the supervision of the Maine Public Utilities Commission (PUC) which disallowed such an abatement, but would work with them concerning the squaring of the debt incurred.

The manager inquired if their home owners insurance would cover the cost of the lost water, stating that in the past similar situations have been covered for other home owners served by the district. The three individuals responded that they did have insurance that would cover the cost of the lost water but that they had a \$2,000.00 deductible.

The three visitors then inquired of the board “if there was anyone above them that could make a decision to abate all or part of the bill” to which the manager replied there was and provided them with contact information for the PUC’s Consumer Assistance Division (CAD) who are charged to make decisions concerning abatements and would dictate to the district any abatement ruling.

The manager produced a mock-up of a seasonal service wherein Chairman Gamage described simple and effective security measures that can be taken in the future to prevent this type of vandalism creating a loss of water in the future. The three ladies thanked the board for their consideration and information provided.

4. **ADMINISTRATION** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 14 July 2020*, During the previous period the district received an additional seven (7) “new service applications” and established four (4) new year-round accounts and three (3) new seasonal customers. In addition, the PUC had mandated to all public utilities to create a fairly comprehensive report concerning the effect of the PUC mandate, during the early stages of the COVID-19 pandemic, wherein it was now illegal for the water district to disconnect any customer for non-payment. The manager informed the board that this was a very lengthy tasking, of which staff was devoting significant effort. The manager informed the board that the Administration Building remained closed to walk in traffic until such time as the construction of the New Maintenance Building allowed customers to access the Administration Building safely.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 July 2020	
Account	Balance
Business Checking	\$ (68,000.00)
Deposit Sweep Account	\$ 485,598.28
Liquidity Total	\$ 417,598.28
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,332.04
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 300,112.15
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	\$ 435,892.99
TOTAL CASH RESERVES	\$ 853,491.27

- a. **New Administrative Manager Position** – The closing date for advertising for this position was on 10 July 2020. The manager reported that the district had received three (3) applications of which all met the minimum requirements. The manager would be conducting interviews that week and hopefully have an offer letter out by the end of the following week. In addition, the Customer Service Representative (CSR) had been instructed to order the new computer hardware and office furniture to house the new employee. Rearranging the Administrative Building would begin on 20 July 2020.

5. **NATURAL RESOURCES PROGRAM** – No change in status

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)** – No change in status.
 - b. **Training Update** – Remote employee license retention training remains ongoing.
7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency over the previous period remained at 100% for both filter and clarifier efficiency. Currently the district was consuming key chemicals at a rate of approximately 15% to 62% below average.

For the previous period finish water production averaged 0.7610 MGD as compared to the same period in 2019 which averaged 0.8394 MGD, a 9.34% reduction. The manager speculated that this may have been due to weather, but after reconnaissance of the commercial activity of Boothbay Harbor, predictably business was way off.

The TD will begin the transition to Knickerbocker Lake as the raw water source on 15 July 2020 with the transition expected to be completed, and on-line, 16 July 2020. This start-up will be performed by junior Treatment Plant Operators and will doubly serve as a training opportunity, meaning the 16 July 2020 transition was not set in stone.

The manager reported that the district received a shipment of sodium silicate, alerting the board that the US/Canada border was now open for supplies to pass each way and the district was no longer cut off from a critical chemical supplier.

Current raw water reserves in Adams Pond equal 221.8MG with Knickerbocker Lake containing 325.2 MG usable raw water.

- a. **Backwash Waste Pump Replacement Project** – No change in status
 - b. **Backwash Pump #2, (BWP2)** - On 11 July 2020 the Boothbay Region suffered a short electrical power loss which apparently caused the starter for BWP2 to fail. Operationally the TD recovered from this pumps inability to operate without incident. On 13 July 2020 *Midcoast Electric* responded and found that the starter for the pump was no longer functional. This pump had been locked out, a new starter has been ordered as a public health priority package for *Midcoast Electric* and would be installed upon arrival. The remainder of the internals for both BWP2 and BWP1 were inspected and found to be in excellent working order. The manager could not provide a date for completion of this repair.
 - c. **Drought Report** – During the previous period the Boothbay Region had been downgraded from the D0 Drought (*Abnormally Dry*) to a D1 Drought (*Moderate Drought*) status. Again, the U.S. Drought Monitor measures drought in five categories D0 through D4 (*Severe Drought*).
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that job orders, dig safe notifications and whiteboard projects were being attended to efficiently. The DD had reported that Beath Road and Country Club Road residents experienced a rash of wells going dry. The manager alerted the board to the fact that the district had already added two of these properties to the list of our customers with another three pending.

- a. **New Replacement Vehicles** – On 7 July 2020 the district took ownership of the 2019 budgeted replacement service truck. Since that time the new truck has been insured and is now being outfitted for service as well as scheduled for lettering on 18 July 2020. Once ready for service the excess vehicle will be taken off district rolls with the registration transferred to the new vehicle. As previously approved the old truck will be quickly disposed of. The 2020 budget replacement vehicle is scheduled to come off the assembly line on 18 July 2020 with delivery to follow

9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status

10. **LAND ACQUISITION UPDATE** – No change in status

11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.

12. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager reported that much had occurred pertaining to this topic since the previous trustee meeting.

On 25 June 2020 the district participated in the mediation meeting with the PUC, Office of the Public Advocate (OPA) and the SIVC. The manager described that the meeting went nowhere with the meeting dominated by the SIVC attorney making a case on how hard it would be for the SIVC to operate as a water utility. The SIVC and the district co-wrote an e-mail to the Drinking Water Program (DWP) to get some insight of who should and would be responsible for the SIVC water distribution system as well as what type of regulation would the SIVC be under potentially. The DWP ultimately declined to comment on that e-mail.

On 9 July 2020 the first settlement conference was held with the same attendees as annotated above. This meeting consisted of a rehashing of the answers provided to the OPA, PUC and SIVC through Mr. Jim Lord P.E., *Dirigo Engineering* and my direct testimony to questions posed, primarily by the SIVC attorney. The manager informed the board that he had e-mailed a transcript of that meeting for board review. The result of that meeting was that the PUC, Board of Commissioners would draft a letter to the DWP to get some sort of guidance as to where they believe responsibility for care and custody as well as water delivery on SI should be.

13. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that on 29 June 2020 the first monthly progress meeting had been completed. The project was reported to be moving along smoothly with work continuing on the stormwater control systems, all utilities had been connected, or conduit had been installed, rough grading had been completed and a base for the concrete work was in-process. The remainder of July would be dedicated to completing the stormwater measures and concrete work. The building was being constructed off-site and would be trucked in once the foundation and floor had been completed. The value of the first month of work had been verified by *Dirigo Engineering* with a pay request valued at \$107,375.51 and included in that night's warrant.

On 30 June 2020 the financing for the project had been secured with *The First* with \$108,000.00 deposited into the SWEEP account for the first month's payment.

14. **CAMERONS POINT WATER MAIN** –No change in status.
15. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** –
The manager informed the board that he was keeping an eye on the district’s finish water production so that he could estimate what kind of seasonal water overage the district could expect in the fall. The reason for this action was to determine if the district would complete one of the projects this fall as opposed to both capital improvement projects. The manager stated that he was not ready to make a recommendation to the board but had been in contact with *E. M. Wood Construction* concerning his trepidation to move on the project in its entirety. The manager answered the board that it was his sense is that the district should be able to accomplish both capital improvement projects in the fall.
16. **RED ZONE WIRELESS** – The manager informed the board that *Red Zone Wireless* liked the Thompson Family Standpipe so much that they were actively investigating expanding on the contract already executed. According to the district’s wireless communication consultant, additional revenue from this tank would possibly be between \$14,400.00 to \$16,800.00 per year. This effort was still in the investigative phase but looked promising from the district’s perspective.
17. **KNICKERBOCKER ROAD WATER MAIN EXTENSION** - The manager requested approval for a privately funded water main extension consisting of 1,500 ft of two (2) inch high density polyethylene (HDPE) pipe to be constructed and installed in a public way by BRWD personnel. The estimate for the work has been paid in-full, with no encumbrances and would accommodate two (2) additional customers of the district. The board approved a motion to proceed with the project.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
18. **SPOFFORD LANE WATER MAIN EXTENSION** - The manager requested approval for a privately funded water main extension consisting of 500 ft of two (2) inch HDPE pipe to be constructed and installed in a public way by BRWD personnel. The estimate for the work has been paid in-full, with no encumbrances and will accommodate one (1) additional customer of the district. The board approved a motion to proceed with the project.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
19. The meeting was adjourned at 1957 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

