

26 January 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 12 JANUARY 2021

The Board of Trustees convened at 1800 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: None Absent: None.

1. The board approved the minutes for 22 December 2020.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
2. Approve Transactions for 10 December 2020 through 8 January 2021
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
3. **ADMINISTRATION** - The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 10 January 2021*. Over the previous period the water district received one (1) new service applications and added one (1) new customer.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 January 2021	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 398,170.46
Liquidity Total	\$ 423,170.46
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,337.84
Land Acquisition Fund	\$ 14.72
Capital Reinvestment Fund	\$ 131.24
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,649.89
EBB Upgrade 91-20	\$ 62,284.48
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 151,786.22
TOTAL CASH RESERVES	\$ 574,956.68

- a. **Vulnerability Assessment (VA) Update** – No change in status. Due at EPA 1 June 2021.

Osman Page LLC vs. Boothbay Region Water District Update – The manager reported that attorney Wertheimer relayed to him that the Maine Attorney General filed a brief, as an intervenor, supporting the district’s current motion to dismiss the suit filed by Osman-Page. A copy of the brief was provided to each trustee.

4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:

The manager had nothing new to report from the NRPM, but the next meeting of the watershed land acquisition group was currently scheduled for the final week, date yet specified, of this month.

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 shortly before Christmas, management was made aware that two (2) staff members were in contact with individuals who later tested positive for the COVID-19 virus. Shortly thereafter a third staff member alerted management that he had tested positive with the COVID-19 virus, who subsequently became ill but has fully recovered since. On 28 December 2020 district operations were shut down for a period of two-weeks with management invoking the recently passed COVID policy, starting up again on a Blue/Gold rotation on 11 January 2021. Since this incident occurred, all staff have been repeatedly tested with no positive tests reported, all of which have been catalogued by the administrative manager. It is the manager intention to keep this rotation until further notice.

On 8 January 2021, in response to question raised by Vice-Chairman Climo, the manager reported that he had contacted the head of the Drinking Water Program (DWP) to ascertain when the water industry could expect COVID-19 vaccinations to made available. The manager reported that he was informed by the DWP that the water industry has been placed in “Phase -1b” which meant that the vaccinations would be made available after first line responders, nursing home residents and medical personnel had received their vaccinations. The DWP could give no firm dates as to availability, or procedures for receiving the vaccine but estimated that by mid-January or early February this action could be taken. This accounting was backed up in a newsletter received earlier that morning by the Maine Rural Water Association (MRWA).

Trustee Bellows requested of the manager to ascertain that if staff members opt not to be inoculated for the COVID-19 virus would the district be held liable for potentially spreading the virus.

- b. **BRWD & Teamsters Local #340 Contract Negotiations** – The manager reported that as of that day there has been no contact between Mr. Brett Miller, president, Teamster Local #340 and the district concerning the districts overture to begin negotiations sent to Mr. Miller by the district’s negotiator, Mr. Doug Currier J.D. *Verrill Law* on 22 December 2020.
- c. **Training Update** –On-line license training continues.

6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained unchanged with clarifier performance remaining at 91% and filter performance maintaining 83% efficiency. Key chemical additions remain below average, holding steady at approximately 70% of normal on a per unit basis.

For the previous period finish water production outpaced that registered in 2019/2020 with the most recent totals averaging 0.3325 MGD as compared to the same period in 2019/2020 which averaged 0.3133 MGD.

Current raw water reserves improved with Adams Pond equaling 259.2 MG.

- a. **Drought Report** – The manager reported that during the previous period, on a statewide level the drought dropped again with the drought free zone encompassing 92 % of the state. The Boothbay Region drought classification dropped again to a D0 Drought (*Unusually Dry*) status along with the coastal area of Lincoln, York, Knox, Hancock, and Waldo Counties.
 - b. **Sodium Silicate Bulk Tank Replacement** – The manager reported that despite the shutdown, on 8 January 2021, *Clean Harbors Inc.* decontaminated bulk storage tank #1 and rendering it safe for disposal. Staff was now cutting the tank into manageable pieces and disposing of tank #1 at the Boothbay Region Refuse Disposal District (BRRDD) in accordance with all state and federal law. The replacement tank had yet to arrive, but once in hand it would be replaced.
7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was meeting the bare minimums since the previous report with staffing now at 50% The DD was reported to be remaining current with all regulatory and health requirements with the exception of cross-connection control testing.
 8. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
 9. **LAND ACQUISITION UPDATE** – No change in status.
 10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status
 11. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – No change in status.
 12. **NEW MAINTENANCE GARAGE PROJECT** – The manager provided the board with a copy of the proposed fix for the Lew Curtis Annex prepared by *Dirigo Engineering* along with a cost estimate provided by *Lajoie Bros* for \$53,000.00.

The manager then reported that he had talked with Mr. Randy Butler P.E., *Dirigo Engineering* concerning this topic who stated that *Lajoie Bros.* quote was unrealistic and that the fix should be no more than \$21,000.00 and could be easily handled by contractors in the area if the project moved forward on a competitive basis. Chairman Gamage tabled any further discussion on this matter until such time as Trustee Anthony could analyze the proposal and provide the board with a better idea of effort required to complete the tasking.

13. **CAMERONS POINT WATER MAIN** –No change in status.
14. **COMPLAINT – BREWER** – Chairman Gamage signed a letter responding to Mr. Brewer concerning his complaint to be sent to Mr. Brewer. The manager informed the board that the district had received no further correspondence regarding this matter from any other regulatory or non-regulatory sources.
15. The board went into executive session pursuant to 1.M.R.S.A §405(6)(E) *Consultations with Attorney* at 1832 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.
16. The board came out of executive session at 1910 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
17. The meeting was adjourned at 1912 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous

END OF MINUTES