

8 September 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 25 AUGUST 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: Marcia Wilson, Administrative Manager. Absent. None.

1. The board approved the minutes for 28 July 2020.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
2. Approve Payroll for weeks ending 11 August 2020 & 18 August 2020.
Trustee Climo motioned, Trustee Anthony second, vote: Yea – Gamage, Climo, & Anthony; Abstain – Bellows, Tharpe, Blakeslee., & Tibbetts.
3. Approve Transactions for 10 August 2020 through 21 August 2020
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
4. **ADMINISTRATION** – The administrative manager provided the board Table 1 *Boothbay Region Water District Cash Account Status Report as of 25 August 2020*, Table 2 – *BRWD Profit and Loss Budget Performance Summary as of 31 July 2020*, & Table 3 - *BRWD Capital Improvement & Cash to Equity as of 31 July 2020*. Review of the above listed three tables indicated no abnormalities.

During the previous period the district added five (5) new customers of which four (4) were seasonal accounts and one (1) was a year-round account. Since the previous meeting eight (8) new service applications were received and were currently churning away through the process. The level of service applications had slowed office functions in that the level of growth was unprecedented. So far in 2020, forty-three (43) new customers have been added to the district. Billing to be released on 1 September 2020 is currently valued at \$63,946.30.

- a. **New Administrative Manager (AM) Position** –The manager reported that the BRWD Administrative Manager, Ms. Marcia Wilson, began her employment at the district on 13 August 2020 and was making exceptional progress thus far. As a condition of hire she will be providing the board with a financial update regarding the district's business and financial position for the preceding month during the second monthly meeting. Ms. Wilson was reported to be a great fit and was settling in very quickly.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 August 2020	
Account	Balance
Business Checking	\$ 25,199.70
Deposit Sweep Account	\$ 391,016.57
Liquidity Total	\$ 416,216.27
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,335.80
Land Acquisition Fund	\$ 14.71
Capital Reinvestment Fund	\$ 300,115.16
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 37,312.00
EBB Upgrade 91-20	\$ 56,052.84
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 436,198.56
TOTAL CASH RESERVES	\$ 852,414.83

5. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
- a. **BRLT Land Conservation Group** - *We are still waiting on reps from Boothbay Harbor and Southport so we can convene this group. We are particularly looking for someone from Boothbay Harbor – suggestions from the Board are welcome.*
 - b. **Watershed Work** - *319 grant construction is in full swing right now. Attached are photos of a Geopave driveway we are constructing on Back River Road. This steep driveway has been a runoff/erosion problem for many years. The Geopave will allow percolation of stormwater through the rock system. District crew has begun maintenance of ditches/infrastructure along Adams Pond Road; this work will include more native plantings. I am also attaching a photo of the YMCA green roof at Camp Knickerbocker – another new green technology in the watershed.*
 - c. **MMBB Land Acquisition Loan** - *PUC has approved our loan application and we expect to close on September 3.*
 - d. **Cyanobacteria Update** - *Cyanobacteria – toxic blue green algae – has been reported in Damariscotta Lake. We have looked and seen no evidence of it on either pond here.*

Table 2
BRWD Profit and Loss Budget Performance Summary as of 31 July 2020

	Jan - Jul 20	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	0.00	10,000.00	10,000.00
415 - Jobbing	80,580.97	58,000.89	95,000.00
419 - Interest Income	310.41	268.11	500.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00	0.00	0.00
461 - Revenue Accounts	1,847,784.70	1,771,295.35	3,273,317.20
Total Income	<u>1,928,676.08</u>	<u>1,839,564.35</u>	<u>3,378,817.20</u>
Gross Profit	1,928,676.08	1,839,564.35	3,378,817.20
Expense			
403-Depreciation Expense	395,500.00	395,500.00	678,000.00
408 -- Taxes other than Income	32,738.98	36,022.68	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	789.62	1,983.31	3,400.00
427-Interest Expense	141,001.16	129,240.00	224,240.00
601 - Wages	353,162.14	365,496.79	627,950.00
603 - Trustee Fees	9,425.53	9,700.00	9,700.00
604 - Employee Pen. & Benefits	263,449.06	252,804.89	440,000.00
615 - Electricity	29,677.75	37,099.62	66,500.00
618 - Chemicals	31,778.77	23,892.05	49,025.00
620 - Materials & Supplies	139,972.95	161,355.58	229,000.00
620.7 - Postage	558.10	0.00	0.00
631 - Contr.-Engineering	17,326.00	7,867.00	15,000.00
632 - Contr. Accounting	28,402.50	43,000.00	63,000.00
633 - Contr. Legal	26,236.50	29,166.69	50,000.00
634 - Other Professional Fees	250.00	8,750.00	15,000.00
635 - Contr-Other	153,890.93	137,861.46	239,100.00
642 - Rental of Equipment	1.71	0.00	500.00
650 - Transportation	11,393.15	17,945.26	37,250.00
656 - Insurance-Vehicles	0.00	0.00	0.00
657 - Insurance - Gen. Liab.	0.00	17,500.00	35,000.00
658 - Insurance-Workers Comp.	10,719.90	13,000.00	15,000.00
660 - Advertising	825.40	1,458.31	2,500.00
667 - Regulatory Expense	22,139.00	16,729.00	20,000.00
675 - Misc. Expenses	10,517.71	7,382.22	13,100.00
680.00 · Uncategorized	0.00	0.00	0.00
Total Expense	<u>1,679,756.86</u>	<u>1,713,754.86</u>	<u>2,893,265.00</u>
Net Ordinary Income	<u>248,919.22</u>	<u>125,809.49</u>	<u>485,552.20</u>
Net Income	<u>248,919.22</u>	<u>125,809.49</u>	<u>485,552.20</u>

Table 3

BRWD Capital Improvement & Cash to Equity as of 31 July 2020

Accnt #	Description	31-Jul	Budget
Capital Improvements			
105.01	Marine Construction	\$ 10,845.00	\$ 30,000.00
105.02	Engineering & Excavation	\$ 11,594.44	\$ 10,000.00
105.50	Admin Building	\$ 27,947.96	
105.05	GIS	\$ 480.00	\$ 1,500.00
105.10	Storage Building Project (roof) treatment plant	\$ 203,995.27	\$ 35,000.00
105.17	Land Acquisition: Clifford Property	\$ 1,065.87	\$ 100,000.00
105.21	Natural Resource Projects	\$ 16,207.28	\$ 25,000.00
105.23	Massachusetts Road Proj	\$ 25,083.86	\$ 4,000.00
105.24	Barlow Hiill & Mariner Way Water Main Replacement	\$ 8,499.65	\$ 180,000.00
105.17	Land Acquisition: Additional Sherman Property	\$ 75,936.26	
105.25	Farrin Property	\$ 148,221.50	\$ -
	Knickerbocker Lake Source - New Boat Launch		\$ 10,000.00
105.26	Adams Pond Source - New Boat Launch		\$ 10,000.00
	Raw Water Pump Station. Upgrade RWP#1 Vertical		
105.27	Turbine	\$ 45,667.98	\$ 30,000.00
105.28	Treatment Plant-Piping Gallery Safety Improvements		\$ 13,500.00
	Treatment Plant Replace Backwash Waste Pumps &		
105.29	Check Valves		\$ 40,000.00
105.30	2020 SCADA Upgrades		\$ 6,000.00
105.50	Work in Progress - Other, reclass to grant	\$ -	\$ 5,000.00
Total Capital Improvements		\$ 575,545.07	\$ 500,000.00
Principal Repayments (Cash to Equity)			
221.9	MBB Highland Park	-	\$ 32,000.00
221.94	SRF Mt Pisgah Tank	-	\$ -
221.32	MBB Pinkham Standpipe Rehab	-	\$ 5,500.00
221.33	RD Southport Interconnection	\$ 32,000.00	\$ 33,000.00
221.89	SRF Cape Newagen MMBB	\$ 10,775.00	\$ 11,000.00
221.92	RD 91-20	\$ -	\$ 25,000.00
221.93	FNB Consolidation	\$ 10,295.36	\$ 12,000.00
221.95	MMBB Sea Street	\$ -	\$ 13,500.00
221.97	FNB Fluoride Bond	\$ 6,133.97	\$ 7,700.00
221.992	FNB Line of Credit	\$ -	\$ -
221.99	RD 91-18	\$ 6,800.00	\$ 6,500.00
221.993	MMBB Consolidation	\$ -	\$ 345,000.00
Total Principal Repayments		\$ 66,004.33	\$ 491,200.00

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)** – There had been two (2) reportable injuries in the previous period.
 - i. **Injury 1** - The first injury arose from acute poison ivy exposure of a utilities technician obtained while working on the seasonal water distribution system. To prevent further injury to district personnel the NRPM had been tasked to instruct all personnel on poison ivy identification and effective eradication methods, training tentatively set for 1 September 2020. Proper PPE (long shirt, full length pants, gloves etc.) had been addressed for areas where poison ivy exists, or was known to exist. This injury created 20 hours of lost work time with the individual now fully recovered.
 - ii. **Injury #2** - The second injury recorded stemmed from a staff member inadvertently stepping into an unseen hole, hyper extending his knee. The individual was ordered to take one day-off by the medical practitioner, with icing and stretching prescribed. This injury resulted in 10-hours of lost work time with the staff member making a full recovery. No prevention measures other than a reminder to all staff to be as vigilant as possible where they step.
 - b. **Training Update** – Remote employee license retention training remains ongoing.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period had improved, with clarifier and filter efficiency both at 100%. Key chemical consumption rates remain about 85% of normal.

For the previous period finish water production averaged 1.0633 MGD as compared to the same period in 2019 which averaged 0.8903 MGD.

During the previous period the communications system between the Treatment Plant and the Knickerbocker Intake, became disrupted. This was abnormal wherein the communication failures occurred at or around 0100 hr. over successive nights forcing the district to temporarily switch raw water acquisition to Adams Pond. *Electrical Installations* and *Sullivan and Associates* were called in to troubleshoot the problem and found an inactive attenuator on the Kenniston Hill Standpipe. This component was replaced with the Knickerbocker Intake operating properly since. A contributing factor to the problem was also identified, that being abnormally active meteor showers overlapping in peak intensity with the loss in communications. Withdrawal operations from Knickerbocker Lake will be suspended on or around 8 September 2020 which is much earlier than normal (see Table 4).

Current raw water reserves in Adams Pond equal 211.5 MG with Knickerbocker Lake containing 495.0 MG usable raw water.

- a. **Backwash Waste Pump Replacement Project** – No change in status

- b. **Backwash Pump #2, (BWP2)** – On 4 August 2020 the new starter arrived for this pump and was installed by *Midcoast Electric*. Shortly thereafter DD staff tested the motor which ran well within acceptable parameters. The pump had been in-service since that time with no abnormalities noted. This was the final report on this subject.
- c. **Drought Report** – During the previous period the Boothbay Region has remained in a D1 Drought (*Moderate Drought*) status. In addition, from a land area perspective the majority of Maine is now in a D2 Drought (*Severe Drought*) with indications that Lincoln County may be downgraded in the very near future. Again, the U.S. Drought Monitor measures drought in five categories D0 through D4 (*Severe Drought*), and in my opinion the district is in no danger of running low on raw water at this time

Table 4			
Boothbay Region Water District			
2020 Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
15-Jul-20	18-Jul-20	2,716,200	48,783,800
19-Jul-20	25-Jul-20	6,708,000	42,075,800
26-Jul-20	1-Aug-20	7,142,700	34,933,100
2-Aug-20	8-Aug-20	6,713,000	28,220,100
9-Aug-20	15-Aug-20	5,007,000	23,213,100
16-Aug-20	22-Aug-20	4,285,600	18,927,500
Total Withdrawn		32,572,500	18,927,500

- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD remained current with job orders, dig safe notifications and minor repairs with the list of whiteboard projects remaining manageable and in-process. With time permitting the DD had been very active in completing 319 Grant projects in both the Adams Pond and Knickerbocker Lake watersheds, many of which would be uploaded to the districts Facebook Page. With the current onslaught of requests for service, DD supervisors have had to devote much more time to preparing estimates for new service applications which were now coming in at an unprecedented rate.

The board requested the manager to send them the watershed work photographs for their use in discussions concerning erosion control with other individuals and entities, which was completed shortly after adjournment.

- 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 the long-awaited ruling from the Maine Drinking Water Program (DWP) concerning what would happen to the SIVC should they own the water main was received the previous day, distributed to all of the parties concerned with this effort and distributed to the trustees. In conversations with the district’s attorney it had come to managers attention that he had become somewhat of a pariah in the eyes of both the PUC and DWP staff. The manager went on to explain the apparent feeling with both staffs was that “every district has certain inequities and the boat should never be rocked with concern to problems, especially those caused by the regulating authorities that were now forced to make a tough decision”.

The manager went on to explain that the district had attempted to enlist three potential experts, who, to a person, initially were on-board, but pulled out of the case after, what our attorney believes, discussions with PUC and/or DWP staff and deemed the effort too hot to handle. A final attempt to a respected former superintendent, retired from the third largest utility would fill the role.

The trustees then went into full discussion concerning mediation questions and thoughts on more resources to bring to bear in extracting a decision from PUC. The manager did inform the board that the district had not been given an opportunity, as of yet, to make discovery questions of the SIVC, his displeasure with the PUC attorney moderating the case in that he seemed very biased in favor of a former colleague now representing the SIVC to the expense of the rate payers of the Boothbay peninsula, particularly those on fixed incomes bearing the cost of the SIVC water main, and how the moderator had allowed the simple question in the districts motion, ownership of the water main, veer off into irrelevant areas of study.

Trustee Blakeslee, Anthony and Tharpe discussed in detail various scenarios requiring moderation but by the end of discussion the board stood united to see this effort through.

13. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that work continued on-schedule. Since the previous board meeting the floor had been poured and the majority of the outside walls had been installed. Paving had been delayed, at the contractor’s option, until such time as the building was enclosed to minimize the potential for damage of the new surface. The scope of the mezzanine change order had been greatly reduced to beefed up framing so that the district could close it off in the future. The next progress meeting was scheduled for 31 August 2020 at 0900 hr. with the chairman attending in person and the treasurer patched in via Zoom.

The manager then addressed Trustee Anthony who had earlier alerted him to a potential problem upon his inspection of the work thus far, a copy of Trustee Anthony’s observation and questioning of certain construction practices noticed. The manager provided the board with an explanation addressing Trustee Anthony’s concern authored by Mr. Jim Lord P.E., *Dirigo Engineering* for resolution. Trustee Anthony, a contractor by trade, explained to the board that he was now satisfied with Mr. Lord’s explanation and actions taken by *Dirigo Engineering* and the contractor regarding the specific matter and ordered the manager to make no further follow-up.

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

15. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** –
The manager reported that since the previous meeting a letter (provided to the board for inspection) had been hand-delivered to the residents of Barlow Hill explaining the project and what to expect as well as contact information for specific district personnel should they have questions. The pre-construction meeting was scheduled for 2 September 2020 at 1300 hr. at the administration office conference room. The order for materials was secured, with the construction team yet to be assigned, a Distribution Foreman responsibility. All was on-track.

16. **JOPPA ROAD WATER MAIN EXTENSION** - The manager alerted the board to an emergency water main extension for three residents of Joppa Road in Southport requesting a 600-foot, three (3) inch water main extension. The manager admitted that he was not as prepared to make a formal request of the trustees for a permission to proceed with the project as was usual standard, but with the nature of the request, the accounts already paid in-full and a road opening permit already obtained from the town of Southport, he did request just that. The board approved a motion to proceed with the project.
Trustee Climo motioned, Trustee Anthony second, vote: Yea – Anthony, Bellows, Climo, Gamage, Tharpe, & Tibbetts; Nea - Blakeslee

17. The meeting was adjourned at 2037 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES