

27 October 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 13 OCTOBER 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: None. Absent: Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 8 September 2020.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
2. Approve Transactions for 21 September 2020 through 9 October 2020
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
3. **ADMINISTRATION** – The AM provided the board Table 1 *Boothbay Region Water District Cash Account Status Report as of 13 October 2020*. The manager informed the board that the district was current and solvent with regard to its fall bond payment schedule. However, to meet the resources needed for the that evenings warrant, he would transfer into the district’s sweep account an additional \$100,000.00 from the district’s Capital Reinvestment Fund as well as depositing \$187,000.00 from the construction loan into the Sweep Account to cover Pay Request #4 of the new building (see 28 – NEW MAINTENANCE GARAGE). Billing to be released on 1 November 2020 was valued at \$491,003.55 which did not include sessional overage billing which would be released mid-November. During the previous period the district added five (3) new customers, two (2) seasonal services and one (1) year-round service. During the same period the district received an additional three (3) new service applications
 - a. **Vulnerability Assessment (VA) Update** – Due to heavy workload this project has yet to be completed.
 - b. **Maine Public Utilities Commission (PUC) Ban of Disconnections** – The board received a letter, entitled NOTICE OF RESUMPTION OF DISCONNECTION ACTIVITIES, which had been sent to affected customers on 1 October 2020 in accordance with the most recent edict of the Maine Public Utilities Commission (PUC). Normal revenue collection operations would resume on 1 November 2020.
 - c. **Lakeside Drive Water Main Replacement Project Cost Estimate** - On 7 October 2020 Trustee Blakeslee requested a cost estimate for the replacement of the Lakeside Drive water main (currently 6” HDPE seasonal water main) to a permanent year-round water main.
 - d. **Boothbay Register Request** - On 8 October 2020 the *Boothbay Register* published an article authored by manager and Natural Resources Program Manager (NRPM). The article was related to drought and groundwater concerns and was referred to the district for answering by Mr. Kevin Burnham, Editor, *Boothbay Register*. The article was attached to the report.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 October 2020	
Account	Balance
Business Checking	\$ 30,127.02
Deposit Sweep Account	\$ 136,567.66
Liquidity Total	\$ 166,694.68
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,336.49
Land Acquisition Fund	\$ 14.71
Capital Reinvestment Fund	\$ 100,125.82
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 37,319.42
EBB Upgrade 91-20	\$ 56,054.74
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 236,219.23
TOTAL CASH RESERVES	\$ 402,913.91

4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
- a. **Watershed Conservation Collaborative** - *The BRLT led Watershed Conservation Collaborative will hold its first meeting via zoom on October 29. The group consists of BRLT, BRWD, Boothbay, Boothbay Harbor, Southport, BRYMCA, Bigelow Lab, Knickerbocker Lake Association and CMBG.*
 - b. **Watershed Work** - *319 grant construction and administration are winding down. The DEP grant administrator was in Boothbay last week to review our records and visit completed sites. All went well. Water quality monitoring continues. The predicted heavy rain will be an opportunity to assess recent construction and identify other problems in the watershed.*
 - c. **Maine Natural Resource Conservation Grant (MNRCP) Monitoring** - *We are in the fourth year of a five-year monitoring program for the 70-acre Hamrin parcel obtained with an \$85,630 MNRCP grant in 2016. Unfortunately, this year's site survey found both invasive plant species and ATV use of the site – two disturbances we are required to prevent. We are conducting a more rigorous survey now to better define the problem. To date, the few invasive plants found have been small, easily removed, and without reproductive material. We have also identified at least one location where ATV's access the site.*

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)** - On 7 October 2020 a district utilities technician (UT) was slightly injured when a piece of old galvanized pipe broke free during removal, while the UT was operating the district’s backhoe, shattering the safety glass of the tractor and cutting his leg. The UT was sent to St Andrews and patched up with no lost time recorded. The incident was reported to the Maine Department of Labor and the Workers Compensation Board as required. The backhoe is currently being refitted with new safety glass and the procedure for pulling out old galvanized water main has been modified to all “hand-work” now requiring staff to continually cut the pipe in small pieces and remove it in a safe manner.
 - b. **Training Update** –On-line license training continues.
6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained stable, 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 .6140 MGD as compared to the same period in 2019 which averaged 0.05514 MGD.

Current raw water reserves in Adams Pond equal 188.8 MG with Knickerbocker Lake containing 480.0 MG usable raw water.

- a. **Backwash Waste Pump Replacement Project** – No change in status
 - b. **Drought Report** – During the previous period the Boothbay Region was now in D2 Drought (*Severe Drought*) status with D3 (*Extreme Drought*) conditions creeping north up the coast and as of now in Sagadahoc County. Again, the U.S. Drought Monitor measures drought in five categories D0 through D4 (*Severe Drought*), and in my opinion the district has sufficient raw water reserves remains at this time.
7. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was busy with dig safe notifications, distribution maintenance, adding customers and working 319 Grant projects. The next major operation would commence on 15 October at 0700 hr. with the start of the seasonal water system shutdown process.
 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** – The manager reported that on 14 October 2020 the first set of re-started negotiations with the SIVC will occur in Portland. Chairman Gamage, Attorney Harwood and manager would be the negotiating team for the district.

12. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that since the previous meeting much work continued on the project with it nearing completion. The final inspection, punch-list etc., was now scheduled for 23 October 2020 with the final pay meeting, progress meeting #5 tentatively scheduled for 26 October 2020. Attached were the meeting minutes for progress meeting #4.
13. **CAMERONS POINT WATER MAIN** –No change in status.
14. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** – The manager reported the Barlow Hill portion of this project was tentatively completed on 1 October 2020 with the pipe work completed, pressure tested, disinfected, all services re-connected and infrastructure put into service. Cleanup on private property had been completed but paving remained, of which was the responsibility of *E.M. Wood Construction* (the contractor). The contractor had other work to complete in October so left the site temporarily. Mariner Way work was scheduled to commence on 26 October 2020 and was expected to take no more than 8-working days to complete as well as to fit in with the seasonal shutdown schedule.
15. The meeting was adjourned at 1932 hr.
. *Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*

END OF MINUTES