

27 April 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 13 APRIL 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: Sue Mello, Natural Resources Program Manager (NRPM) Absent: None.

1. The board approved the minutes for 23 March 2021.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.
2. Approve Transactions for 22 March 2020 through 8 April 2021
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.
3. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 13 April 2021*. Since the previous report, the district has received nine (9) new seasonal service applications, two (2) new year-round service applications, one (1) new year-round water main extension application (Ship Ahoy Motel will be converted to 8 to 10 new homes) and added three (3) new seasonal customers. On 1 April 2021, seasonal billing was released with a value of \$657,504.38.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 April 2021	
Account	Balance
Business Checking	\$ 27,453.13
Deposit Sweep Account	\$ 405,667.33
Liquidity Total	\$ 433,120.46
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,338.50
Land Acquisition Fund	\$ 14.72
Capital Reinvestment Fund	\$ 131.25
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,652.06
EBB Upgrade 91-20	\$ 62,286.50
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 151,791.08
TOTAL CASH RESERVES	\$ 584,911.54

- a. **Vulnerability Assessment (VA) Update** – No change in status.
- b. **Cyber Security Audit** – No change in status
- c. **2020 Consumer Confidence Report (CCR)** – The manager reported that after Trustee Tharpe caught an issue with the violation language on the CCR during the previous trustee meeting, the manager stated that what the Maine Department of Health and Human Services (DHS) cited the district for, a minor reporting violation, was not what had been described by the DHS. The manager went on to state that after a meeting with DHS, they agreed with district’s position. The following verbiage will replace the inaccurate statement concerning the violation:

“As a community public water system, we are required to provide a consumer confidence report (CCR) to our customers on an annual basis and document to the State Drinking Water Program (DWP) that we completed this requirement. We distributed the required CCR in 2020, but failed to provide certification, along with a copy of the distributed CCR, to the DWP. This resulted in our receiving a reporting violation.”

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

- a. **Land Conservation** - *See attached information regarding the Michael Sherman property in the Adams Pond watershed and the Rowe property in Knickerbocker Lake watershed. We are looking for a recommendation from the Board tonight on both properties.*
- b. **Watershed & ATV Ban on District Property** - *Significant erosion was observed around the watershed with the 1.9” rainfall on March 28 (with another 1 inch on March 30). Sites fixed under previous grants are holding up well but sites that have not been addressed continue to be a problem. Watershed stream sampling was accomplished on March 29.*

ATV use was noted last year during Hamrin monitoring but no property damage occurred. This past fall/ winter, there has been a big increase in ATVs within the woods between Back River Road and Dover/ Adams Pond Roads. Our survey on April 6 revealed a lot of habitat destruction and soil disturbance on both Clifford and Hamrin properties (west side of Adams Pond). Because of this, we will be posting and attempting to preclude ATV use of these properties. A press release was submitted to Boothbay Register on Friday and Jon has posted to www.bbrwd.org and Facebook. Work to restore areas and obstruct users will occur after seasonal start up is complete.

5. **LAND ACQUISITION UPDATE** – The board then discussed the acquisition of both the Rowe and Sherman properties. After considerable discussion, the board authorized the manager to purchase both properties, paying for the Sherman property (\$39,000 plus ancillary closing costs) out of the district’s general fund and purchasing the Rowe Property (\$75,000 plus ancillary closing costs) through a loan/grant package provided by the Maine Department of Health & Human Services, Drinking Water Program.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

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)** – The manager informed the board that during the previous period, Utilities Technician, Troy Gauthier earned his Class I Treatment Plant Operator License. The manager informed the board that congratulations on behalf of the board for this achievement would be passed along.
 - b. **Training Update** – No change in status.
7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency over the previous period had vastly improved with both clarifier filter performance at 100%. Key chemical additions remain solidly at average for the time of year.

Currently, the TD staff were completing the first quarter disinfection byproducts (DBP) testing as well as monthly bacteriological testing. Testing materials for seasonal start-up are in district possession.

For the previous period finish water production once again ran under that registered in 2020 with the most recent totals averaging 0.2642 MGD as compared to the same period in 2020 which averaged 0.3673 MGD. However, it should be noted that last year the filling process started earlier than this year and the disparity was most likely due to that fact.

Current raw water reserves improved with Adams Pond full for the summer season.

- a. **Drought Report** – During the previous period, on a statewide level the drought remains static with the drought free zone encompassing 92 % of the state. The Boothbay Region drought classification remains D0 Drought (*Unusually Dry*) status along with the coastal area of York, Lincoln, Knox, Hancock, and Waldo Counties.
 - b. **Adams Pond Environmental Monitoring Boat** – The manager informed the board that the new boat for Adams Pond had been outfitted with a center sampling port and bilge pump. Knickerbocker Lake's boat was to be outfitted with a bilge pump as well.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD had been very busy. Work continued in the Curtis Annex with seasonal start-up, and the pre-work and modifications needed being the priority.
 - a. **Seasonal Water System Start-up Update** – The manager updated the board informing them that as of that morning the distribution system was at about 70% flooded with disinfectant. Ice issues in the water main in Southport and on Barters Island had slowed the filling process, however, nothing that was out of the ordinary. The DD were on track to meet the 1 May deadline. Lastly, the manager reported that a well had gone dry on Hodgdon Island and, by definition, the district was obligated to get that into service as soon as practicable. The manager estimated that that residence would be in water by weeks end.

- b. **Seasonal Water Start-up Process Modification for Squirrel Island** – On 1 April 2021 the manager met with Mr. Rob Hopkins, Superintendent, Squirrel Island Village Corporation (SIVC), to discuss modifications in seasonal start-up. The manager informed the board, in an effort to assist SIVC during their first year of regulation, to aid disinfection of the SIVC distribution system, the district would send a “hot slug” to SIVC when disinfecting the district’s main across to SI. The reasoning for this change was to provide sufficient disinfectant to sanitize the SIVC distribution system and associated storage tanks as well.

In addition, the SIVC was made aware of district concerns pertaining with placement of meters to delinquent district customers on Squirrel Island, a frustrating problem which had repeatedly occurred in the past. Mr. Hopkins understood the district’s position and stated that he would personally make sure only approved meters were installed and disconnection of delinquent services would occur at the districts request.

- c. **Environmental Compliance Tractor** – On 13 April 2021 the manager signed a letter of intent to purchase a new tractor from *Chad Little* in Brunswick. The quoted price for tractor and needed amenities came in at \$43,646.65 with an approved budget amount of \$40,000.00. The manager requested approval to purchase the tractor for above quoted price. The board approved the manager’s request.

Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

- d. **East Boothbay Year-Round Unidirectional Flushing Report** – The manager stated that on 24 March 2021 the Chief Treatment Plant Operator (CTPO) alerted staff that the secondary turbidity MCL for the distribution system was being approached in East Boothbay. Because of the warm weather, DD staff were placed on night shift to begin unidirectional flushing of the East Boothbay distribution system. A flushing notice was posted, and the process took a week to complete, consuming approximately 2.5MG. The manager informed the board that one hydrant along Route 96 in East Boothbay was found to be broken wherein the fire chief was notified, the hydrant was bagged “out-of-service” and preparations were being made to replace the hydrant shortly after seasonal turn-on was complete. The manager stated that the lessons learned would aid the district in completing future, regular water main flushing.

- e. **Seasonal Water Meter Testing Report** – Over the past winter, DD personnel completed this year’s allotment of seasonal water meter tests (see Table 2). Of the meters that failed, they were scrapped and replaced with new composite meters.

Table 2			
2021 Seasonal Water Meter Testing Report			
Total Meters Tested	Passed	Failed	Failure Rate
423	323	100	23.64%

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 8 April 2021 the board met to receive a report from Maine Rural Water Association (MRWA) on both the draft 5 Rivers Policies and Procedures as well as the 5 Rivers Terms and Conditions for Service. Both efforts were very well done and moving forward towards completion.

The board inquired what value these documents have for the district. The manager responded by informing the board that these were the first step in molding each member utilities procedures into a consistent format wherein during subsequent updates, each utility would have the opportunity to update common procedures making any future amalgamations of districts easier and more efficient as part of a 20 to 50-year consolidation plan.

Additionally, due to the persistent drought, Bowdoinham Water District, Superintendent, Art Mclean, alerted the group to a dire situation he was experiencing regarding the well water levels. Due to persistent drought, he reported that he was well behind where he should be at this point in the year and was very worried about the upcoming summer season. The manager stated that he was alerting the board of trustees that as a part of 5 Rivers, there may be a need for district staffs from all member utilities to assist in the installation of an emergency 7-mile 4” HDPE water main connecting the Brunswick Topsham Water District to the Bowdoinham Water District. Because the BRWD has the tooling and expertise of installing HDPE, it may be called upon to assist in force if an emergency develops, but not at the expense of its customers.

Lastly, according to the MRWA, serious momentum is building statewide to launch an effort for utility deregulation by the PUC with the manager keeping the board advised as situations change.

10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status
11. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(F) *Discussion of Confidential Records* at 1958 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.
12. The board came out of executive session at 2010 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.
13. The board voted to pursue the *Tyler Technologies* Security Review Proposal not to exceed \$6,400.00.
Trustee Bellows motioned, Trustee Climo second, vote: unanimous.
14. The meeting was adjourned at 2014 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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