

11 May 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 27 APRIL 2021

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; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Blakeslee, Boothbay Harbor.

1. The board approved the minutes for 13 April 2021.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.
2. Approve Transactions for 12 April 2020 through 23 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 11 May 2021*. The manager provided the board a separate copy of the *Boothbay Region Water District Profit & Loss Budget Performance as of 31 March 2021*, *BRWD Capital Improvement Projects 2021 Budget* and *Boothbay Region Water District Notes to First Quarter 2021 Budget Performance*. During the previous period the district added three (3) new seasonal customers and received eight (8) new service applications of which one (1) is a year-round service and seven (7) are for seasonal service. The May billing has been tabulated and will be released 1 May 2021 with a total value of \$416,721.49.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 27 April 2021	
Account	Balance
Business Checking	\$ (17,255.08)
Deposit Sweep Account	\$ 515,508.13
Liquidity Total	\$ 498,253.05
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	\$ 650,044.13

- a. **Vulnerability Assessment (VA) Update** – No change in status.
 - b. **Cyber Security Audit** – No change in status
4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
- a. **Land Conservation** - *We sent a purchase and sale agreement to the Rowe Family Trust on Friday. We anticipate closing on May 20. Loan application materials are prepared but we need the signed P&S to submit.*

The Rowes have asked us to install a plaque to honor Henry Rowe on the property. It's a good idea and something we should consider doing for other long-term local property owners who have sold us land for conservation, i.e, Clifford, Hamrin, Sherman's, Farrin. I will pull together a press release on this once Rowe and Sherman sales are complete.

We have reached an agreement with Barry Sherman to buy the 24' ROW (between the three Sherman properties District has or will purchase) for \$5,000. Chip Griffin is working on P&S for this sale and Michael Sherman's property sale.

The Boothbay Region Clean Drinking Water Initiative meets again this week. We continue to try and herd cats on this process. Progress is slow....Zoom makes it more difficult.

I have begun conversations with the Land Trust about developing an MOA for future land purchases and also, how we may "transfer" at least some of BRWD current conservation property to BRLT for management.
 - b. **Watershed**– *We begin the process of posting BRWD land west of Adams Pond, (Clifford and Hamrin properties), blocking ATV access and repairing damage today. The new tractor will be extremely useful for this.*

BRWD staff will do our annual watershed cleanup on May 6 (the date may change). We missed this last year due to Covid.

A Boothbay selectperson is proposing either making Adams Pond Road, along the length of the pond, a one-way or closing it to vehicles. Jon and I will attend the board meeting on Wednesday to see what is actually being considered. Boothbay Fire Department is opposed.

We meet in the next week with the Town of Boothbay to begin planning for the Gaecklin Road upgrade project (our sole 319 project this year). We still await design details from Dirigo.
 - c. **Adams Pond Protection** - *I'm wondering if the Chairman had any success with obtaining hard booms for Adams Pond.*
 - d. **Request for Board Position** – I (JZ) am requesting that the board adopt the position of support for the effort to discontinue Adams Pond Road and authorize the manager to express that view to the board. My reasoning is that road should not exist due to its proximity to the regions primary water source and the district's goal of ownership of all of the westerly land adjacent to Adams Pond would make the road less necessary to exist in the first place.

The board considered the managers request and after discussion informed the manager that the position of the district with respect to the potential disposition of Adams Pond Road would be against one-way traffic due to it hampering the way the district could do business but would be in support of a plan that would discontinue through way use of Adams Pond Road with emergency gates installed north of the Hamrin property and south of the last residence to the north on the westerly side of Adams Pond. The board authorized the manager to express this viewpoint at the next Boothbay board of selectman's meeting.

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)** – I am requesting an executive session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters*.
 - b. **Training Update** – No change in status.
6. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1916 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.
7. The board came out of executive session at 1930 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.
8. **TREATMENT DIVISION (TD)** —The manager reported that filter train efficiency over the previous period remained 100% for both clarifier and filter performance. Key chemical additions dropped to 90% of average for the time of year.

For the previous period finish water production averaged 0.4229 MGD as compared to the same period in 2020 which averaged 0.4484 MGD.

Adams Pond remains at 100% capacity with flow slowing over the dam.

The board was made aware that the TD was commended by the manager for their outstanding support of the TD during this year's seasonal water turn-on.

- a. **Drought Report** – During the previous period, the Boothbay region remained in a D0 Drought (*Abnormally Dry*), with the drought spreading from 8% of the land mass statewide to 56% with only Aroostook County the only county completely in a drought free status.
9. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD had been very busy. Work continued in the Curtis Annex.
 - a. **Seasonal Water System Start-up Update** – The manager reported that seasonal water start-up was completed at 1630 hr. 23 April 2022. It was reported that the DD received very-positive notes within seasonal water bills thanking the district for keeping their customers up to date through efforts on-line as well as getting the system up and running in an expeditious manner. The board was made aware that there are a few ongoing leaks, systemwide in all three municipalities served. These are minor leaks were currently being addressed.

- b. **Environmental Compliance Tractor (ECT)** – On 23 April 2021, the district took ownership of the new ECT. Reports from the TD & DD approve of the purchase and like the model selected and delivered.

10. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status

LAND ACQUISITION UPDATE –See 2 **NATURAL RESOURCES PROGRAM, (a)**
Land Acquisition

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

12. **TYLER TECHNOLOGIES REPORT** – Trustee Bellows provided the board with an update with the current effort being put forth by Tyler Technologies with respect to testing security for all computer systems other than the SCADA system. The project was described, as being in the contracting phase with future reports not specified as to time of release.

13. The meeting was adjourned at 1936 hr.

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

END OF MINUTES