

28 September 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 SEPTEMBER 2021

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Troy Gauthier, Customer Services Representative; Hunter Arsenaault, Utilities Technician; Steve Reny, Utilities Technician. Absent: None.

1. PUBLIC HEARING – Chairman Gamage called for the public hearing to adopt the draft Trustee Remote Participation Policy pursuant 1 M.R.S.A §405- **Remote Participation in Public Proceedings** as amended Public Law 290, S.P.40-L.D.32; promulgated 21 June 2021, at 1900 hr.
2. The board adopted the **Trustee Remote Participation Policy** effective immediately. *Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*
3. The manager introduced three new employees to the board and described how the district operated including a detailed discussion of the chain-of-command and responsibilities of the board.
4. The board approved the minutes for 24 August 2021. *Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*
5. The board approved the payroll of 24 August 2021, 31 August 2021 & 7 September 2021. *Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*
6. Approve Transactions 25 August 2021 through 10 September 2021. *Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*
7. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 14 September 2021*. Regarding available cash, the town of Boothbay Harbor was delinquent with its August public fire protection payment equaling \$152,993.00. The manager reported that in late August an inquiry had been made with town's finance director who stated that the bill had never been received. The manager then informed the board that he had dispatched the customer service representative (CSR) promptly to hand deliver a copy of the bill to the Boothbay Harbor finance director who had stated "it would be on the next (last selectman's meeting in August) warrant," which had been fully two-weeks prior.

During the previous period meter reading for routes 1 & 2 was completed with a value yet to be tabulated. This billing would be released on 1 October 2021. Additionally, in the previous period, one customer upgraded from seasonal to year-round, which, the manager interjected, appeared to be a recent trend. Three (3) new seasonal taps were completed intended to begin service in 2022.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 August 2021	
Account	Balance
Business Checking	\$ 25,198.23
Deposit Sweep Account	\$ 207,541.30
Liquidity Total	\$ 232,739.53
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,340.55
Land Acquisition Fund	\$ 2,514.84
Capital Reinvestment Fund	\$ 300,146.06
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,655.92
EBB Upgrade 91-20	\$ 62,292.78
Bank of Maine Unemployment CD	\$ 17,326.04
Designated Fund Total	\$ 454,349.24
TOTAL CASH RESERVES	\$ 687,088.77

- a. **Terms and Condition of Service Revision #4** – All changes to the revised terms and conditions for service had been submitted to the Maine Rural Water Association (MRWA) and would be submitted for ratification at the PUC later that month.
- b. **Website Overhaul** – During the previous period, the manager reported that the district had lost much of the functionality of the district’s website due to a software upgrade. The website was developed approximately ten-years earlier with the original web developer no longer in business. Upon the recommendation of *Burgess Computer Technology*, the district employed *Digital Canvas*, located in Ohio, to restore the functionality, add enhanced security and overhaul the site to be more user friendly (a frequent criticism by customers).
- c. **Plastic Pipe Institute (PPI) Peer Reviewed Symposium** – On 8 September 2021 the manager reported that he had received a request to attend a peer reviewed symposium in Green Bay, Wisconsin regarding the application of high-density polyethylene (HDPE) water main, wherein the PPI was looking for top industry experts already using the pipe to add to the symposium, real life applications.

The manager informed the board that he had replied to the PPI that he was no expert in using this material, but he knew one, the district’s distribution foreman, Dale Harmon, whom he suggested to PPI to represent the district. The PPI was ecstatic over this and would be reimbursing the water district up to \$1,250.00 for the cost of Mr. Harmon’s attendance.

The symposium was scheduled from 11 October 2021 through 15 October 2021 and appeared to be well attended by many large mid-western water authorities investigating the merits, and general use of HDPE. The board, and the manager were very glad for Mr. Harmon to be considered a national authority for HDPE use.

8. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the Natural Resource Program Manager (NRPM)

Nothing new to report

9. **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 described a private gift, made by Jonathan & Jennifer Ziegler, which had been accepted by the administrative manager (AM) for the purpose of providing staff with periodic, chair therapeutic message for staff to be provided by Ms. Heidi Turner, LTMT to help with preventing injuries in the future and addressing chronic conditions. After a course of this therapy, the AM had been tasked with evaluating the program and make recommendations as to continuing the program on an “as-need” basis.
- b. **Teamster Local #340** – The manager reported that during the previous week, he received word from the district’s attorney that Teamsters Local #340 would like to begin negotiations soon and were looking for perspective dates. Vice-Chairman Climo and the manager had provided attorney Currier schedules for the rest of the month, and it was hoped that there would be meetings scheduled in the very near future.
- c. **Training Update** – Annual Safety Training was held on 26 August 2021 & 8 September 2021 bringing the district back into compliance with state safety regulations.
 - i. **Maine Water Environment Association (MWEA)** – On 16 September 2021 both the AM and distribution foreman would be attending this training session with the AM focusing on business seminar and the distribution foreman working on his year-plus long, Management Candidate School curriculum, of which once completed the manager intended to have him brief the board on this prestigious year of study.
 - ii. **Remote Continuing Education** - Training continued, on a weekly basis with the majority of CEU’s for license retention being earned through this method.

10. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency over the previous period continued to improve, with filter performance now at 97% efficiency and clarifier efficiency improving to 100%. Key chemical additions had decreased to 10% above average for the time of year.

For the previous period, finish water production averaged 0.6802 MGD, coming in under that recorded for the same period in 2020 which averaged 0.7595 MGD.

Both Adams Pond and Knickerbocker Lake remain at 100%+ capacity.

- a. **Heat Pump for Administration Building** – The board reviewed and discussed quotes from *Mechanical Services, Midcoast Energy Systems & Yereance & Son Plumbing and Heating Services*. While evaluating these systems the trustees noted that no specific set of detailed drawings had been provided to the perspective vendors and each was a proposal showing what the contractor believed to be the best approach to be taken. After careful review the board cancelled the project entirely due to excessive costs involved.
 - b. **Security Package** – The manager reported that *Cunningham Security* was still working on a quote for board consideration and was gathering information, and cost analysis to extend internet service to each facility outlined in the recommendation.
11. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD had been hit hard with Digsafe requests throughout the region expending approximately 100-manhours fulfilling these regulatory required mark outs, of which the manager deduced, a sign of continued construction. The district reported one Digsafe violation committed by *Jody Lewis Construction* wherein Mr. Lewis failed to notify Digsafe on Labor Day, cut a water service and illegally operated district equipment in an effort to cover it up. He was caught and put on notice that any further transgressions with this law would be referred to the Maine Attorney General’s office. Upon the managers authority, the board was also made aware that the district had reported this incident to the Maine Public Utilities Commission wherein the state would assess punitive actions on *Jody Lewis Construction* for this incident.

No water main breaks were reported in the previous period with DD staff catching up on seasonal service whiteboard projects, training and required activities.

- a. **2022 New Service Truck** – The manager informed the board, upon the advice of the district’s vehicle vendor, in order to receive a truck under the incomplete 2022 budget, it would be best to order the replacement vehicle as soon as possible. The manager requested of the board permission to order the new vehicle now, with the board knowing that a replacement vehicle would be included in the 2022 budget proposal and based on the previous year’s long delay in delivery. After discussion the board agreed with the manager and authorized him to place the order for the 2022 replacement vehicle.
Trustee Climo motioned, Trustee Bellows second, roll call vote: unanimous.
12. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 16 September 2021 the regular superintendents meeting would be held in Wiscasset with the agenda comprised of the two, following sub-headings.
- a. **Phased Regional Interconnection Project** – The manager reported that on 9 September 2021, Wiscasset Water District (WWD), Great Salt Bay Sanitary District (GSBSD) and the district met with *Dirigo Engineering* to discuss regional infrastructure and development of the Routes 1 and 27 corridors concerning the regional continuation of water service. By meetings end *Dirigo Engineering*, the agent of the district, would meet with WWD & GSBSD engineer, *Tata & Howard*, to develop a phased approach to completing this task, with phase 1, from the river crossing, along Route 1 to the *Cod Cove Inn*, loan/grant application to be submitted to USDA by the WWD by months end as part of a 2022/2023 infrastructure project list. The manager then reported to the board, that as a result of this meeting, from a prioritization perspective, it was far more critical to

install the 5.1-mile interconnection, route 1 corridor, between the WWD and GSBSD due to growth in the Damariscotta region and EPA regulatory concerns.

- b. **Town of Edgecomb Selectman** – The manager informed the board that on 20 September 2021 the GSBSD, WWD, *Dirigo Engineering* and he would be meeting with the Edgecomb board of selectman to further explore the town of Edgecomb joining the WWD service territory.

13. **LAND ACQUISITION UPDATE** –Nothing new to report.
14. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** –This project was reported to have been delayed by contractor availability and was now scheduled to begin on 4 October 2021. All materials were on site, pre-construction activities were continuing, and all residents had been notified.
15. **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT** – The manager reported that since the previous meeting, the water main had been disinfected and pressure tested successfully. All bills were reported current and closed with no new expenses incurred and the water main had been added to the district GIS system. Upon the advice of the assistant distribution foreman, Shawn Simmons, the manager made a formal recommendation to the board, for the board to accept the new water main. The board accepted the new water main *Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.*
16. **LEW CURTIS ANNEX ROOF** – On 8 & 10 September 2021, *Fowler Roofing*, the sub-contractor *Lajoie Brothers* were on-site, totally removing and reinstalling the roof under the supervision of the owner of the roofing company, *Lajoie Brothers* and the representative of the roofing manufacturer, in close contact with *Dirigo Engineering*. The manager reported that he had witnessed the nailing plan and periodically inspected the installation, which appeared to be correct. *Fowler Roofing* had clearly brought their “A Team” to complete this project and the manager was comfortable in reporting the roof was now installed to specifications.
17. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
18. **OCEAN POINT WATER MAIN LOOPING PROJECT (proposed)** – The manager described to the board that this project was #1 on the Capital Infrastructure Upgrade Plan (bonded project) and since May, he and *Dirigo Engineering* had been working on the USDA grant/loan application. By weeks end this proposed \$3.5M project would be submitted to start churning its way through the federal approval process. The project is slated for 2023 and the district stood decent chance of good grant funding. The manager then explained that the act of applying for capital funds did not commit the district to any debt, in that, that process came much later, and that this was just to see how it scores and what kind of assistance and interest rates would be granted to the district for its construction.
19. **BOOTHBAY HARBOR SEWER DISTRICT PROJECT SHARE REQUEST** – On 3 September 2021 the manager reported that he had been contacted by Chris Higgins, Boothbay Harbor Sewer District (BHSD), who was seeing if the district had interest in participating in an upcoming BHSD project, wherein he was currently gathering information and developing a grant/loan application. The project scope was reported to be in Boothbay Harbor and would replace infrastructure on Fullerton Street and Tupper Road. The manager reminded the board that this project had been identified in the district Capital Improvement Plan and was currently #15 on the Paygo priority list. The manager reported that he had told Mr. Higgins

that the district would be interested in a possible cost share but would wait to commit until the sewer district is farther down the road with design and the application process.

20. **BOOTHBAY HARBOR SEWER DISTRICT NOTICE OF IMPENDING CHANGE IN SEWER RATES**

– During the same telephone call referenced above, Mr. Higgins notified the district that he was intending to complete a change to the cost of district waste disposal, citing an agreement in 1994 between the then Boothbay Harbor Water System and the sewer district concerning disposal rates for filter effluent and conditions of discharge. Chris verbally indicated that a significant rate hike was pending based on the district’s total suspended solids (TSS) load resulting from the districts filter waste. Mr. Higgins requested of the district to take TSS samples taken over the next 14-days to characterize the districts filter waste, a request thoroughly consistent with local sewer ordinances and immediately complied with.

- a. **Alternative Filter Waste Disposal Study** – With a possible impeding rate change that may or may not come to fruition, the manager reported that he had commissioned *Dirigo Engineering* to prepare an options report of possible alternatives to using the sewer district to dispose of filter effluent. Taking into consideration the current cost treatment through the sewer district, the district could leverage \$3.85M at current USDA interest rates and with the high cost of disposal the board needed alternatives to consider should the sewer rates climb even higher. The following options were being evaluated, in no particular order and which may be used in conjunction with one or more approaches, which include:

- The construction of settling lagoons;
- Construction of artificial wetlands;
- Mechanical sludge processing equipment in conjunction with polymer additions;
- Woodland spray irrigation on district property
- Recycling supernatant from lagoons into the headworks for recycling; and
- Direct discharge of clean water back into Adams Pond.

21. **WILLOW RIDGE LANE SEASONAL WATER MAIN EXTENSION PROJECT**

– The manager informed the board of this project which consisted of the installation of 2,000 ft. of 2” HDPE water main along Willow Ridge Lane in Boothbay. The manager provided the board with a copy of the file including a copy of the application for service, cost estimate, proof of payment, contract with water district and proof of easement. The manager recommended the board issue a notice to proceed, of which they did.

Trustee Anthony motioned, Trustee Climo second, roll call vote: unanimous.

22. **STONE COVE ROAD SEASOKNAL WATER MAIN EXTENSION PROJECT**

– The manager informed the board of this project which consisted of the installation of 700 ft. of 2” HDPE water main along Stone Cove Road in East Boothbay. The manager provided the board with a copy of the file including a copy of the application for service, cost estimate, proof of payment and contract with water district. The manager reported that he had inspected the easement, which was on-file at the Lincoln County Registry of Deeds and verified that it granted the district perpetual entry to maintain the water main. The manager recommended the board issue a notice to proceed, which they did.

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

23. The meeting was adjourned at 2029 hr.
Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.

END OF MINUTES