

12 October 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 28 SEPTEMBER 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 Bellows, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager (AM). Absent: Trustee Anthony, Boothbay (Clerk); Trustee Blakeslee, Boothbay Harbor;

1. The board approved the minutes for 14 September 2021 with corrections.  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*
2. The board approved the payroll of 14 September 2021 & 21 September 2021  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: Yea Bellows, Climo, Gamage, Tibbetts. Nea – None, Abstained Tharpe*
3. Approve Transactions 13 September 2021 through 24 September 2021.  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: Yea Bellows, Climo, Gamage, Tibbetts. Nea – None, Abstained Tharpe*
4. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 28 September 2021*. Since the previous meeting, the billing to be released on 1 October 2021 has a value of \$101,911.55. There were no new service applications since the previous meeting and the district had added two (2) new year-round services. Customer Services continued to run smoothly with one customer reported to have had a well go dry and put into service within 90-minutes.
  - a. **2021 Budget Performance Report Through 31 August 2021** - The AM provided the board with a detailed budget performance report as of 31 August 2021. The AM reported the overall the district was in very good financial shape with all credit and debit accounts thoroughly explained to the board's satisfaction.
  - b. **Terms and Condition of Service Revision #4** – Still in-process and not yet submitted to PUC for approval.
  - c. **Website Overhaul** – No change in status.

| Table 1<br>BOOTHBAY REGION WATER DISTRICT<br>Cash Account Status Report as of 28 September 2021 |                      |
|---|----------------------|
| Account   | Balance              |
| Business Checking   | \$ 25,131.30         |
| Deposit Sweep Account   | \$ 311,604.24        |
| <b>Liquidity Total</b>  | <b>\$ 336,735.54</b> |
| 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         |
| <b>Designated Fund Total</b>  | <b>\$ 454,349.24</b> |
| <b>TOTAL CASH RESERVES</b>  | <b>\$ 791,084.78</b> |

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

- a. **Land Conservation** - *The MMBB and PUC have approved our bond bank loan application for the Rowe property. I hope to have the final closing documents before the Board tonight for signature and approval. Still waiting on Verrill Dana review.*

*The Boothbay Region Clean Drinking Water Initiative meets today. Jenn Cusick has been hired as coordinator and we will be working with her to get things moving. BRLT's Fall newsletter will provide the first public announcement of the group and its mission.*

- b. **Grants and Watershed** - *The DEP grant administrator was here on August 30 for the required grant site visit – both construction and office. The site and office visits went extremely well. Road work has been completed except for final grading and paving, which is expected at end of October. Mike Alley of Boothbay Public Works has been great to work with on this project. We expect to close out this grant by the end of the year.*

*We met with the Corps, Nature Conservancy and our consultant, Dr. John Field last week at the stream restoration site at the former Hamrin property. This was the final site visit, and everything was found acceptable to reviewers. Pending completion of the annual and final monitoring reports (due mid-December), we can expect to have successfully completed this \$85,360 MNRCP grant.*

*Rebecca Jacobs, Knox Lincoln County Soil and Water Conservation District and her Americorps volunteers completed invasive plant surveys of most BRWD property in the Adams Pond and Knickerbocker Lake watersheds. We expect a management plan from them in November. Once we have an approved plan, we will be eligible to apply for invasive plant control treatment grants.*

*We have submitted for \$10,000 reimbursement for our 2020 Maine CDC Source Water Protection grant.*

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 reported to the board a case of harassment perpetrated on two utility technicians, reported to the AM, which occurred on 21 September 2021 by a local supervisor of a municipal unit. The cause of this harassment case, came from a bill presented to the offending supervisors accounting department, which reflected the recent increased jobbing rate, resulting from board of trustee action of 24 August 2021, consistent with, and legally established within the framework of PUC rules and regulations. Both utility technicians were verbally accosted by the supervisor in question over the increased jobbing rate for one-hour charged regarding backflow testing.

Consistent with HR guidelines, and on the advice of counsel, the AM immediately documented the incident and e-mailed the offending supervisor, informing him that his behavior was unprofessional and requested a formal apology. The BRWD board of trustees were copied on this correspondence

On 21 September 2021 the offending supervisor met the minimum requirements of an apology in a subsequent correspondence which was accepted by both utility technicians and the matter, which was well documented, was now considered closed.

The manager then went on to remind the board that the BRWD had no tolerance for harassment and the purpose of informing the board of trustees was to ensure corrective action by the offending supervisor was taken. If the offending supervisor had offered no apology for his extremely poor behavior concerning this serious matter, the board of trustees would be compelled to file an official complaint to the offending supervisors elected governing board.

- b. **Teamster Local #340** – On 24 September 2021 contract negotiations between the district and Teamsters Local 340 began. Labor proposals were succinct and well presented. Trustee Climo then gave the board a detailed report on the labor proposal and took comments. Trustee Climo reported to the board that the next negotiation meeting will occur on 18 October 2021.
- c. **Training Update** – On 26 September 2021 the AM and manager attended the MRWA virtual Administrative Summit Conference which the manager reported to be outstanding. Many very relevant topics were covered very well including how to respond to a harassment incident as described above.

7. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency over the previous period continued to remain unchanged with filter performance remaining at 97% efficiency and clarifier efficiency holding at 100%. Key chemical additions had increased to 50% above average for the time of year.

For the previous period, finish water production averaged 0.6116 MGD, again coming in under that recorded for the same period in 2020 which averaged 0.7362 MGD.

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

- a. **Security Package** – No Change in Status

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD had continued with normal operations and project preparation activities. The cross-connection control program remained current. No main breaks were reported in the previous period.

- a. **2022 New Service Truck** – As authorized by the board, this replacement vehicle was ordered on 16 September 2021 and was now in the pipeline.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 16 September 2021 the superintendents met in Wiscasset with the agenda comprised of the two following sub-headings.

- a. **Phased Regional Interconnection Project** - On 24 September 2021 Wiscasset Water District (WWD), Great Salt Bay Sanitary District (GSBSD), *Dirigo Engineering* and *Tata & Howard* met to discuss regional infrastructure and development of the Routes 1 and 27 corridors concerning water service. Jim Lord, *Dirigo Engineering* represented the district’s interests in that the manager was unable to attend due to a scheduling conflict. The manager informed the board that he would have a full report of the result of this meeting for the 12 October 2021 trustee meeting.
- b. **Town of Edgecomb Selectman** – On 20 September 2021 the GSBSD, WWD, *Dirigo Engineering* and manager met with the Edgecomb board of selectman to further explore the town of Edgecomb joining the WWD service territory. The manager reported that he was surprised at the resistance to the idea by one member of the board who believed that developing fire protection and water service in Edgecomb, within the route 27 corridor, would lead to further development within the Boothbay region, which would devalue property in Edgecomb and “ruin the quality of life.” The manager went on to report that by coincidence, local business owners were present at the meeting who endorsed the idea as did Edgecomb Public Safety and Lincoln County. More discussions with the board of selectmen were needed of which the manager reported the selectboard were in favor of.

10. **LAND ACQUISITION UPDATE** –Nothing new to report.

11. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** –As previously reported by the manager, this project would begin on 4 October 2021 with the DD spending a considerable amount of time pre-constructing components on-site to make the installation more seamless. The two new utility technicians would be under the guidance of the assistant distribution foreman in completing this project, of which the manager believed, would be a good learning experience for both.
12. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
13. **OCEAN POINT WATER MAIN LOOPING PROJECT (proposed)** – The USDA grant/loan application as well as an application to the state revolving fund (SRF) program had been submitted and had begun the churning process for this proposed \$3.5M project.
14. **BOOTHBAY HARBOR SEWER DISTRICT DISPOSAL RATES** – The 14-day TSS sampling was reported to be complete with the district waiting for results. Once in hand they would be submitted to the BHSD for use in formulating new rates.
15. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – In Process
16. **WILLOW RIDGE LANE SEASONAL WATER MAIN EXTENSION PROJECT** – The manager reported that the individual funding this project has cancelled the project. The district had returned the funding and this project was now considered to be closed out.
17. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** - The fusing of the 700 ft. of 2” HDPE water main had begun with several long sticks now manufactured. However, this project was on hold until the district receives the delinquent Maine Department of Transportation (MDOT) road opening permit.
18. The meeting was adjourned at 1957 hr.  
*Trustee Climo motioned, Trustee Tharpe second, roll call vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager

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