

26 October 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 OCTOBER 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 Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Tharpe, At-Large (Treasurer).

1. The board approved the minutes for 28 September 2021.  
*Trustee Climo motioned, Trustee Tibbetts second, vote yea: Bellows, Climo, Gamage, Tibbetts, Anthony; Nea: none; Abstain Blakeslee.*
2. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 12 October 2021*. The billing to be released on 1 November 2021, including routes 3,4 &13 (public fire protection) had yet to be tabulated with meter reading ongoing. There were no new service applications since the previous meeting, however the district added three (3) new year-round services and one (1) seasonal service in the previous period. On 8 October 2021 a leak was discovered on a seasonal service line leading to 219 Sawyers Island Road in Boothbay. The leak was under the public road with the meter improperly installed on the opposite side of the road to the residence. Upon reading the meter, the lost water equaled over \$12,000.00 in overage. Because the meter was improperly installed, the fault of the district, the customer would not be responsible for the cost of the lost water. The service has since been updated and the customer will pay a bill derived from the average of the past three-years per Maine PUC regulations.

Trustee Climo inquired as to how many of these situations regarding improperly placed meters existed to which, the manager replied, a handful with an ongoing program to correct these deficiencies tied to municipal paving schedules.

- a. **Terms and Condition of Service Revision #4** – No change in status.
  - b. **Website Overhaul** – No change in status.
  - c. **Tyler Tech Cyber Security update** – Attached please find Trustee Bellows review and recommendations to the Tyler report.
3. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the Natural Resource Program Manager (NRPM).

Nothing new to report

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 12 October 2021</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 29,708.70
Deposit Sweep Account	\$ 116,001.40
<b>Liquidity Total</b>	<b>\$ 145,710.10</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,340.89
Land Acquisition Fund	\$ 2,514.88
Capital Reinvestment Fund	\$ 150.66
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,657.53
EBB Upgrade 91-20	\$ 62,293.80
Bank of Maine Unemployment CD	\$ 17,326.04
<b>Designated Fund Total</b>	<b>\$ 154,356.85</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 300,066.95</b>

4. **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)** – No change in status
  - b. **Teamster Local #340** – The next negotiation meeting will occur on 18 October 2021.
  - c. **Training Update** – The manager reported that the distribution foreman was serving as a peer reviewer of the Municipal Advisory Board held at Northwest Technical College (WI) that week.
  
5. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency over the previous period dropped due to deteriorating raw water quality. Filter and clarifier performance was reported to be 90%. Key chemical additions had increased to 90% above average for the time of year.

For the previous period, finish water production averaged 0.5768 MGD, nearly equaling that recorded for the same period in 2020 which averaged 0.5782 MGD.

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

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

- b. **2022 Capital Project** - As recommended in the district's capital improvement plan (CIP), the next project to be taken was a thorough overhaul and media replacement of both filter units. The TD had been gathering data for this important work evolution with contractors on-site that day in preparation of a cost estimate. The overhaul, although not imminent was overdue in that good stewardship of the districts filter units had bought the district an extra ten-years of service out of the present filters. The board inquired as to what it would take to complete this evolution both in cost and manpower, with the total cost to be proposed in the 2022 budget.
  
- 6. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD continued with normal operations and project activities. The cross-connection control program remained current. No main breaks were reported in the previous period. See projects listed below for further DD activities.
  
- 7. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 7 October 2021 the superintendents met in Wiscasset with the agenda again comprised of the two, following sub-headings.
  - a. **Phased Regional Interconnection Project** – The Wiscasset Water District (WWD) was applying for SRF and Lincoln County economic development funding to complete a detailed phased approach study to serve as the long-term road map for regional infrastructure and development of the Routes 1 and 27 corridors concerning water service. The WWD met with the Lincoln County Board of Commissioners on 4 October 2021 who endorsed this plan, making this project a top priority for unused economic development funding.
  
  - b. **Town of Edgecomb Selectman** – The Edgecomb Board of Selectmen had requested another appearance in November to further discuss their joining the WWD. This appearance would be in conjunction with the phasing plan mentioned above and would also be attended by officials from Lincoln County.
  
- 8. **LAND ACQUISITION UPDATE** –Nothing new to report.
  
- 9. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that this project began on 4 October 2021 with the removal of asphalt on Rice Road. The road required extensive ledge removal which remained ongoing. To date, the hydrant had been installed, with the contractor working from the terminus back to the existing water main on Barlow Hill Road. The single service required had been installed and as of that morning, 300 lf. of six-inch HDPE water main had been installed. The completion date of 21 October 2021 was still on track provided no further complications were encountered. s.
  
- 10. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
  
- 11. **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.

12. **BOOTHBAY HARBOR SEWER DISTRICT DISPOSAL RATES** –The manager reported that the first round of total suspended solids (TSS) sample results had been received and forwarded to the sewer district for review. According to the chief treatment plant operator (CTPO), after reviewing national standards, the districts TSS concentrations in its discharge waters, are light to moderate as compared to national standards. The second round of sample results had yet to be received from the laboratory.
13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – The manager reported that on 14 October 2021, *Dirigo Engineering* would be on-site to meet with staff to discuss all options available to the district for filter waste effluent disposal, to reduce or eliminate the services of the sewer district for this waste stream.
14. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** - The manager reported that 80% of the fusing of the 2” HDPE water main has been completed and one of the two driveways needed to be crossed had been sleeved. However, the manager explained that this project could not yet be completed due to the severe, ongoing delay in obtaining the Maine Department of Transportation (MDOT) road opening permit.
15. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** - Approximately 700 lf. Of 2” HDPE had been fused with another 1,000 ft still to go.
16. The meeting was adjourned at 1955 hr.  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.*

END OF MINUTES