

23 November 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 9 NOVEMBER 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 Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: None Absent Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 26 October 2021.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous.
2. The board approved payroll for 26 October 2021 & 2 November 2021.
Trustee Climo motioned, Trustee Tharpe second, vote: unanimous
3. The board approved transactions for 25 October 2021 through 5 November 2021
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
4. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 9 November 2021*. The December billing figures had not been tabulated nor had the meters been read as of that time, due to software limitations requiring the seasonal billing to be completed first. The manager stated that a value for the December billing would be presented at the next meeting. In the previous period the district received three (3) new service applications and added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 November 2021	
Account	Balance
Business Checking	\$ 25,424.40
Deposit Sweep Account	\$ 148,050.10
Liquidity Total	\$ 173,474.50
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,341.23
Land Acquisition Fund	\$ 2,514.92
Capital Reinvestment Fund	\$ 150.66
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,657.53
EBB Upgrade 91-20	\$ 62,294.86
Bank of Maine Unemployment CD	\$ 17,326.04
Designated Fund Total	\$ 154,358.29
TOTAL CASH RESERVES	\$ 327,832.79

- a. **Website Overhaul** – No change in status
 - b. **Seasonal Meter Readings** – The manager reported that the meter readings were now at about 98%. The manager informed the board that the Squirrel Island Village Corporation (SIVC) complied with a district request to gather meters for reading which was much appreciated by staff. Only a few seasonal stragglers, off of year-round water mains remained to be pulled and read. The manager concluded this report by informing the board that the goal was to have seasonal billing raw data by weeks end and billed the week 15 November 2021.
5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) – Nothing new to report.
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)** – During the previous period one individual reported that he had contracted COVID-19 but was in isolation prior to this occurrence. This employee has since recovered fully and tested negative but is awaiting the CDC recommended quarantine period before returning to service
 - b. **Training Update** – The manager informed the board of upcoming training, which included the Maine Rural Water Association (MRWA) Annual Meeting which will be held this year at the Samoset Resort in Rockport. The dates for that conference were 8 & 9 December 2021. The manager provided a copy of the available training and schedule of events for the conference and encouraged trustees to attend.
7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency over the previous period had crashed. Filter performance had dropped to 50% with clarifier performance remaining at 90%. Key chemical additions were currently 150% above average for the time of year. Due to recent rains and timing of these weather events, coupled with the impending rollover cycle within the reservoirs, there was an inordinate amount of solids within the water reserves. The chief treatment plant operator (CTPO) was investigating with the filter manufacturer, as well as other industry peers and resources, to ascertain if there existed any treatment methods that could be employed to increase the filter efficiency, but for the foreseeable future. The treatment plant would be generating much increased wastewater per finished water unit produced. The board inquired of this poor performance was due to the plant filters to which the manager responded that this performance was not unprecedented with 2009 yielding the same numbers. The manager concluded his report by putting the situation into perspective, due to the seasonality of the district, at the present time the district was not producing much water, so the raw water quality issue remained manageable.

For the previous period, finish water production averaged 0.2515 MGD, much less than that recorded for the same period in 2020 which averaged 0.3845 MGD.

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

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

- b. **2022 Filter Overhaul** – The manager reported that during the previous period *T Buck Construction* provided the district a cost estimate for labor and structural services only amounting to just over \$444,000.00. The manager reported he had contacted *Dirigo Engineering* to verify the cost estimate was reasonable. *Dirigo Engineering* informed the manager a similar plant just completed the same process using staff and hiring *Marvel Payeur* to complete the structural work and painting, with staff completing the mechanical installation as well as replacing the media, for a fraction of that cost estimate. Because of lead time issues the manager formally requested of the board, authorization to order the replacement materials in November so that the project could commence as soon as practicable. The manager explained that the request, if approved, would be reflected in the 2022 budget and a project line item. The board approved the expenditure for materials to complete this tasking
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous

The manager then informed the board that *Marvel Payeur* would be on-site to survey the work needed on 12 November 2021 and would promptly provide the district with a cost estimate.

- c. **Pinkham Standpipe Emergency Generator Install** – No change in status.
8. **DISTRIBUTION DIVISION (DD)** –The manager reported that seasonal water shutdown remained ongoing with all but the seasonal water meters off year-round mains yet to be retrieved. As of that morning, the total shutdown process was at 50% complete with clearing the water mains, rendering them safe for winter. Additionally, the DD was compelled to complete the largest DigSafe in district history, starting at Bigelow Labs in East Boothbay and terminating at the intersection of Rt 96 and Rt 27 in Boothbay Harbor. This effort was in support of the installation of an underground electrical service for the proposed offshore wind generator project and took 8 man-days to complete.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that he was ill for the last meeting and did not attend. The manager did inform the board that 5-Rivers would be meeting with Lincoln County who would be supplying the American Rescue Plan (ARPA) funds for total phased planning of the interconnection projects with the date of that meeting soon.
10. **LAND ACQUISITION UPDATE** –Nothing new to report
11. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – Since the previous meeting, all work related to the successful completion of this project, had been completed and this project was now considered complete.
12. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
13. **OCEAN POINT WATER MAIN LOOPING PROJECT**- No change in status
14. **BOOTHBAY HARBOR SEWER DISTRICT DISPOSAL RATES** – The board discussed materials supplied by the sewer district informing the board that the effective rate for disposal would increase 24% in 2022 and the reasoning for the increase.
15. **BHSD FULLERTON STREET PROJECT** – No change in status

16. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – The manager provided the board correspondence with its consulting engineer.
17. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** – Nothing new to report
18. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – Nothing new to report.
19. The meeting was adjourned at 1917 hr.
Trustee Climo motioned, Trustee Tharpe second, vote: unanimous.

END OF MINUTES