

14 December 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 23 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 9 November 2021.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.
2. The board approved payroll for 9 November 2021 & 16 November 2021.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous
3. The board approved transactions for 8 November 2021 through 19 November 2021
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous
4. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 23 November 2021*. Since the previous meeting the seasonal billing had been tabulated and released with a value of \$410,752.31. In addition, the required meter reading had been completed and the December billing, to be released on 1 December 2021 has a value of \$59,310.60. During the previous period the district received no new service applications and added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 23 November 2021	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 341,592.23
Liquidity Total	\$ 366,592.23
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	\$ 520,950.52

- a. **Website Overhaul** – The manager reported that after several attempts with the “storyboard” for the new website, after consultation with contractor, the contractor would be providing what they believe would be a professional and updated website, after which staff and the trustees would have the opportunity to make changes and “tweak” for a final product. There was no date for completion of the first phase, but the manager suspected it would be sometime in early 2022.
 - b. **2022 Budget Update** – The manager relayed that in the previous period, much work has been completed on the 2022 budget with the table of accounts completed, projected revenue and expenditure numbers for the remainder of the year, and a first pass at funding all line items completed. On 30 November 2021 all senior staff would be meeting to go over the entirety of the budget and outline a workplan for the upcoming year. After that meeting, the manager explained that the executive summary would be completed and reviewed and then delivered to the trustees during the week of 6 December 2021, leaving two trustee meetings in the year for any further work on the budget as required by the trustees.
 - c. **Letter to the Board** – The manager presented to the board the most recent letter by Mr. Marc Brewer. Trustee Blakeslee said he would provide a draft response. The target of responding to Mr. Brewer was set for no later than 3 December 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.
 - a. **Land Conservation** - *We have completed all necessary actions for the Rowe acquisition loan and anticipate fund transfer soon.*

The Boothbay Region Clean Drinking Water Initiative is making progress, due to a steady effort by BRWD and BRLT. The BRLT fall newsletter will highlight the new initiative, which will be its first public announcement. Dr. Rachel Sipler, Bigelow Lab, whose research interest focuses on water health and humans, has joined the group. Her expertise is a perfect fit; we will meet with her at District in December. The Initiative will focus on outreach and education in 2022. See attached 2022 proposed timeline of events.
 - b. **Grants and Watershed** - *The Gaecklin Road 319 grant project has been completed. Working on final documentation now. We await costs from Town of Boothbay and anticipate closing this grant by December 2021. Attached press release was submitted to Boothbay Register.*
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 that all staff were now available for duty and were present. Those who had contracted COVID 19 have tested negative and completed the required quarantine period.
 - b. **Training Update** – Reminder of the Maine Rural Water Association Annual Meeting which will be held this year at the Samoset Resort in Rockport, 8 & 9 December 2021.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained poor. Filter performance remained at 50% efficiency, while clarifier performance had dropped to 82% Key chemical additions remained 150% above average for the time of year.

For the previous period, finish water production averaged 0.2903 MGD, much less than that recorded for the same period in 2020 which averaged 0.3443 MGD.

Bleeders were established on 17 November 2021. Current conditions and discharge rates were reflected in Table 2 – *BRWD 2021/2022 Bleeder Report*

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

- a. **Security Package** – The chief treatment plant operator (CTPO) had redoubled his efforts to obtain a cost estimate for extending internet to all three storage structures and was waiting these quotes.
 - b. **2022 Filter Overhaul** – The manager reported that the materials to complete this project had been ordered with an expected delivery of 6 to 7 weeks. The total invoice of materials is \$272,343.00. Marcel Payeur was reported to be preparing a quote for the structural and coating portion of the project, expected to arrive on 26 November 2021 and to be reported at the next meeting.
 - c. **Pinkham Standpipe Emergency Generator Install** – The manager reported that since the previous meeting, propane tanks had been installed at the site with the generator set to be installed on 24 November 2021. Additionally, during discussions regarding this topic, presented at the previous trustees meeting, the manager informed the board that he had neglected to inform them that the electrical generator would also run the tank mixing system during a power outage. Mechanical mixing systems existed in the two aboveground tanks (Thompson & Pinkham) in which a precision propeller located on the bottom of the tank ran continuously to keep the water mixed for health purposes and was designed to prevent ice formation within the tank. Ice formation had a deleterious effect in that it would destroy the inner coating of the tank and was very expensive to repair.
8. **DISTRIBUTION DIVISION (DD)** –The manager reported seasonal water shutdown was at 90% complete with a portion of Southport remaining to be completed. Whiteboard projects were moving forward with a large amount 1” ball valves being replaced within the seasonal system. All programs within the scope of the DD were current and in compliance.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager he, and Lincoln County water districts would be meeting with Lincoln County planners on 30 November 2021 to discuss and prioritize the expenditure of American Rescue Plan (ARPA) funds for the total phased planning of the interconnection projects.

Table 2

BRWD 2021/2022 Bleeder Report						
Location	Municipality	Date On	Date Off	Cubic-Feet per minute	Gallons per Minute	Gallons per Day (GPD)
Kenniston Hill Standpipe	Boothbay	17-Nov-21		0.5	4	5,400
Murray Hill Road	Boothbay	17-Nov-21		1.5	11	16,200
Lobster Cove Road	Boothbay Harbor	17-Nov-21		1.6	12	17,280
Southport Historical Society	Southport	17-Nov-21		2.0	15	21,600
Route 96	Boothbay	17-Nov-21		0.8	6	8,640
Atlantic Avenue	Boothbay Harbor	17-Nov-21		1.0	8	10,800
Factory Cove Road	Boothbay Harbor			0.0	0	0
TOTALS				7.4	56	79,920

10. **LAND ACQUISITION UPDATE** –Nothing new to report
11. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT**- No change in status
13. **BHSD FULLERTON STREET PROJECT** – No change in status
14. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – No change in status
15. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** –
Nothing new to report
16. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** –
Nothing new to report.
17. The meeting was adjourned at 1851 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.

END OF MINUTES