

27 August 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 AUGUST 2019**

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 Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** Susan Mello, Natural Resources Program Manager. **Absent:** None.

1. The board approved the minutes for 9 July 2019 with revisions.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
2. The **Payroll** for weeks ending 23 July 2019, 30 July 2019 & 6 August 2019.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
3. The **Transactions** for the period of 22 July 2019 through 9 August 2019.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
4. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 23 July 2019*. Meter reading had begun for the September billing with no figure of worth at this time. Since the previous period the district added one (1) new customer and received 1 additional new application for service with two (2) new services installed. Currently the district has 13 applications for new service pending.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 August 2019	
Account	Balance
Business Checking	\$ 29,340.74
Deposit Sweep Account	\$ 224,962.62
Liquidity Total	\$ 254,303.36
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 200,001.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 17,311.25
Designated Fund Total	\$ 224,541.67
TOTAL CASH RESERVES	\$ 478,845.03

5. **NATURAL RESOURCES PROGRAM** – The following report has been provided by the Natural Resource Program Manager (NRPM):

Land Acquisition: Land Conservation Policy is attached.

Paul Sherman (see attached) has offered his 3-acre parcel to the District for \$60,000. This property is adjacent to Linda Sherman property we just acquired and to two other Sherman family parcels. Town assessed value is \$33,768. Looking for Board direction on next steps for this.

Also, looking for Board direction on fundraising for land acquisition fund.

Water monitoring continues. This month we will be conducting a septic survey of Knickerbocker Lake shoreline properties and aquatic invasive plant surveys in both lakes.

Knickerbocker Lake Association meeting at Harbor Theater was well attended and went well.

Still trying to obtain a contractor for 319 work on Pine Woods Road. Since this is such a high cost project, we have held off on all other 319 work under new grant until we know how much this will cost.

- a. **Land Acquisition Plan** - The NRPM provided the board with a detailed presentation describing the criteria used for assigning value to land within the Knickerbocker Lake and Adams Pond watersheds with respect to conserving the land to ensure water quality is not further degraded. No action on the formal plan was taken at this meeting.
- b. **Board Direction** - The board then had a detailed and thorough discussion with staff their views concerning the raising of funds for watershed property acquisition from third parties. Trustees Tharpe and Climo stressed the need to network with other community organizations, particularly the YMCA and Coastal Maine Botanical Gardens in attempt for coordinated purchases and protection of large tracts of land. In addition, Trustee Tharpe stated that this effort should be portrayed as a “Community Organization” with a specific purpose of protecting the regions water supply, attracting persons wanting to contribute to protecting natural resources with an organization with a specific purpose for the public good instead of non-profits with either agenda’s that do not mirror good stewardship of public lands or have no coordinated purpose for land acquisition. Staff was instructed to keep the board informed with regard to this effort.

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)** – Nothing new to Report.
- b. **Training Update** – The manager reported that the Maine Water Utilities Association (MWUA) Clambake was well attended by staff. The manager explained d to the board that the district’s pipe tapping team, the *Mud Dogs*, had a disappointing time at the pipe tapping competition but will get them next year. The district was searching for initial Class I & II training for Utilities Technician, Aaron Durgan.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency continued to drop due to poor raw water quality of Knickerbocker Lake. The current efficiency had fallen to 87% efficiency for filter performance, with clarifier performance remaining at 91%. Key chemical additions have improved to approximately 10% above of normal with no taste but slight odor issues. Water reserves are currently at 95+/-%.

Finish water production is roughly equal to that recorded in 2018 with average daily production increasing to 0.9000 MGD as compared to 2018 production for the same period of time equaling 0.9050 MGD.

- a. **Knickerbocker Lake Withdrawals** – Table 4 -*Boothbay Region Water District Knickerbocker Lake Water Withdrawal Report* lists the permit compliance parameters as of 12 August 2019.

Table 2			
2019 Boothbay Region Water District			
Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
17-Jul-19	21-Jul-19	3,881,400	47,618,600
22-Jul-19	29-Jul-19	6,352,700	41,265,900
30-Jul-19	5-Aug-19	7,336,700	33,929,200
6-Aug-19	12-Aug-19	6,784,200	27,145,000
Total Withdrawn		24,355,000	27,145,000

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was nearing completion of color coding of fire hydrants in accordance with National Fire Protection Association (NFPA) standards with an estimated 99% completion. Review of the district’s GIS system along with detailed system tours were ongoing to ascertain if any hydrants have been missed. Upon receiving notification from the distribution foreman that the project is complete, I will then notify the regions fire chief that the new color-coding scheme was now in-place and follow-up with firefighter training at the discretion of the regions fire chiefs. The DD is currently working on August cross-connection control testing system wide and meter reading.

In the previous period the DD responded to 34 Dig Safe requests in the previous period.

- a. **New Building Status Report** –No change in status
- b. **New Replacement Vehicle** - No change in status.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The meeting of 27 June 2019 was cancelled

10. **LAND ACQUISITION UPDATE** – As reported by the NRPM, Mr. Paul Sherman offered for private sale to the district, a three-acre piece of commercial land, located on Route 27 in Boothbay, Boothbay Tax Map R-07, Lot 12-C, for \$60,000.00. As previously reported the property is assessed at \$33,768.00 by the town of Boothbay. Staff also informed the board that land prices in Boothbay were selling close to their assessed value at the present time. Trustee Climo inquired of the NRPM if this property was a priority to purchase, to which the NRPM outlined the specific characteristics of the property making it a reasonable priority, to which the board should consider the offer. After considerable board discussion the board asked the manager to make an offer for the property equaling \$35,000.00.

Trustee Climo motioned, Trustee Bellows second, vote unanimous

11. **ISLE OF SPRINGS (IOS)** – The manager reported that Fuller Marine began work on the Sawyers Island Bridge that morning. Ongoing work included the removal of old infrastructure from the bridge, installation of support beams and hangers and installation of the water line. The estimated date of completion and putting the system into service is 21 August 2019.
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
13. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – Nothing new to report.
14. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that on 7 August 2019, the district met with all of the residents of Logan Road to alert them to the upcoming project and provided them with a letter, a copy of which was distributed to each trustee. The manager went on to inform the board that district personnel had answered many questions, secured an alternative route for residents during the beginning phases of work and were looking into securing off-site parking during construction. Upon investigation the district will complete two service changes to make the configuration compliant with district policy. Materials had been partially ordered to complete the installation with fusing of HDPE water main set to begin the week of 26 August 2019. The manager stated that he would be meeting with the town of Boothbay Harbor later in the week to obtain the required road opening permit.
15. **AFFORDABLE HOUSING PROJECT** – Trustee Blakeslee instructed the manager to ascertain a status report concerning the project as well as what properties have been secured for this effort by the next meeting.
16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report
17. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC)) WATER MAIN** –Per the Chairman’s request, the manager provided him with a “Term Sheet” to be transferred to the SIVC for their concurrence or comment. Once concurrence related to the terms of the water main transfer to SIVC was obtained, the paperwork for the Maine Public Utilities Commission (PUC) and agreement with the SIVC would be drawn up and the process for turnover of the SI water main would commence.

Trustee Blakeslee inquired as to the status of the review currently being completed by *Dirigo Engineering* in accordance with PUC needs for transfer. The manager responded that it was still in rough draft form and had not released to the trustees because of errors which needed correction within the document. Trustee Blakeslee informed the board that he would not vote for transferring this water main to the SIVC unless the district broke even or was likely to see a net positive for the district from avoided future costs.

The board instructed the manager to force *Dirigo Engineering* into completing the cost analysis by the next meeting for trustee review. The manager also informed the board that the district needed to, at the very minimum, provide each customer of the SIVC with a letter informing them of the proposed change in ownership of the SIVC water main, the reasoning behind the change and the boards support for making the change as soon as possible.

18. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** –Nothing new to report

19. **WEST HARBOR POND SIPHON** – The board was informed of the following statement made to the *Boothbay Register* by the manager, as directed:

Jon Ziegra, Superintendent of the Boothbay Region Water District, told the Register that the Water District had been pleased to help with the West Harbor Pond siphon project. "It allowed us to put used seasonal water pipe to a good use and provided an excellent training opportunity for our employees during our slow season. Best of all, it allowed us to be good neighbors and community partners in the important task of improving water quality on the Boothbay Peninsula."

Trustee Blakeslee provided the board with a report on the current status of the siphon and ongoing public issues concerning its continued use.

20. The meeting was adjourned at 2110 hr.

. *Trustee Climo motioned, Trustee Bellows second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager