

28 April 2020

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 14 APRIL 2020

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: None. Absent: None

1. The board approved the minutes for 24 March 2020 with revisions.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous*
2. Approve Payroll for weeks ending 10 March 2020, 17 March 2020, 24 March 2020, 31 March 2020 & 7 April 2020  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous*
3. Approve Transactions for 9 March 2020 through 20 March 2020 & 23 March 2020 through 10 April 2020  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous*
4. **ADMINISTRATION** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 14 April 2020*. The manager reported that since the previous meeting the district had received four (4) new service application. Billing for April totaled \$724,993.72, much of which was now streaming in. The manager then addressed the board praising the Customer Service Representative (CSR) who had done a very commendable job navigating the tough times and keeping customer accounts up-to-date through a blizzard of inquiries as to summer water service, especially in light of previously pending municipal action concerning seasonal water start dates.
  - a. **2019 Public Utilities Commission Annual Report** – The manager shared with the board the submission for the district water usage table, which had been completed showing the district registering and excellent an unaccounted-for water rate for 2019 at 6.85%
  - b. **2019 Consumer Confidence Report (CCR)** - As required by state and federal law, the manager presented to the board the 2019 CCR which was completed on 26 March 2020 and submitted to the towns of Boothbay and Boothbay Harbor to be included on their web pages. It was posted was also on the district web page as well with all bills referring to that website for the CCR.

| Table 1<br><b>BOOTHBAY REGION WATER DISTRICT</b><br><b>Cash Account Status Report as of 14 April 2020</b> |                      |
|---|----------------------|
| <b>Account</b>  | <b>Balance</b>       |
| Business Checking   | \$ 26,119.93         |
| Deposit Sweep Account   | \$ 475,842.18        |
| <b>Liquidity Total</b>  | <b>\$ 501,962.11</b> |
| <b>DESIGNATED FUNDS</b>   |                      |
| BBH 2007 Sinking Fund   | \$ 20,332.04         |
| Land Acquisition Fund   | \$ 14.68             |
| Capital Reinvestment Fund   | \$ 2.00              |
| Mt Dora Easement Escrow   | \$ 4,768.50          |
| Southport Sinking Fund  | \$ 37,312.00         |
| EBB Upgrade 91-20   | \$ 56,042.37         |
| Bank of Maine Unemployment CD   | \$ 17,311.25         |
| <b>Designated Fund Total</b>  | <b>\$ 135,782.84</b> |
| <b>TOTAL CASH RESERVES</b>  | <b>\$ 637,744.95</b> |

**NATURAL RESOURCES PROGRAM** – The Natural Resource Program Manager (NRPM) presented to the board the following report: Nothing new to report.

5. **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)** – See 18- **PANDEMIC RESPONSE PLAN (COVID-19) AND ASSOCIATED ACTIONS TAKEN**
  - b. **Training Update** – Nothing new to report
6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period improved greatly with filter efficiency and clarifier efficiency now back at 100%. Raw water quality continues to show signs of improvement. Key chemical additions remain in the average range. On 3 April 2020 all winter bleeders were turned off and on 6 April 2020 the district reverted to two-filter operations to support seasonal start-up.

Finish water production is back to normal for 2020, with seasonal turn-on registering an average daily consumption of 0.5272 MGD.

- a. **SCADA System Upgrade** – No change in status.

- b. **Raw Water Pump (RWP1) #1 Overhaul** – The pump and associated appurtenances were reinstalled 11 April 2020. Although cursory checks proved the pump were operating within acceptable limits, a full “shake-down” had not been completed. The shake-down would occur upon the return of the Chief Treatment Plant Operator (CTPO) after his sequestering. **See 18 - PANDEMIC RESPONSE PLAN (COVID-19) AND ASSOCIATED ACTIONS TAKEN**
  - c. **Backwash Waste Pump Replacement Project** – No change in status.
- 7. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD that on 1 April 2020, the DD had been split into two with one section, the “Blue Crew” (Morin, Alley, Durgan & Gauthier) staying on-duty and the “Gold Crew” (Harmon, Orne, Simmons & Timberlake) remaining in pay status and on-call but quarantined on a fourteen-day rotation. **See 18 - PANDEMIC RESPONSE PLAN (COVID-19) AND ASSOCIATED ACTIONS TAKEN.**
  - a. **New Replacement Vehicles** - No change in status
  - b. **2020 Seasonal Start-up Update**– The “Blue Crew”, as of the end of that day, had all seasonal services completed under their authority making the seasonal start-up approximately 50% complete.
- 8. **5 RIVERS REGIONAL WATER COUNCIL** – No change in Status
- 9. **LAND ACQUISITION UPDATE** – The manager reported that on 27 March 2020, Mr. Pat Farrin accepted the latest offer for the 22-acre parcel, Boothbay Tax Map R-4, Lot – 169D, for \$145,000 with no encumbrances (i.e. ATV rights). A purchase and sales agreement had been signed with funding documents with the State Revolving Fund (SRF) (land acquisition fund) were reported to be in-process. The closing date remained undetermined.
- 10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report.
- 11. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that the easement had been finalized and recorded on 1 April 2020. Work still remained to be completed due to staffing constraints and contractor availability. However, the manager informed the board that much had been done prior to seasonal start-up actions drew staff away from the project. The manager was hopeful that a full report for acceptance will be made at the next meeting, 28 April 2020 or the 12 May 2020 meeting.
- 12. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – The manager reported that on 4 April 2020, *Fuller Marine* completed the new crossing to Barters Island. The main was in place and flooded but neither end had been tied into the distribution system, nor had it been pressure tested. That said the “Gold Crew” had jurisdiction with this and would most likely be on it immediately upon their return to service, in that this was a critical issue for starting up Barters Island.

13. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – On 10 April 2020, Attorney Brian Marshall, *Verrill Law*, reported that SIVC rejected the district’s confidential settlement. The manager explained that to confirm his course of action, he polled the trustees electronically who reinforced his direction to have *Verrill Law* submit the petition to transfer the SI water main to the SIVC with the Maine Public Utilities Commission (PUC). The manager informed the board that he had given Verrill Law authorization to do so with that action completed on 3 April 2020.
14. **NEW MAINTENANCE GARAGE PROJECT** – The manager informed the board that *Dirigo Engineering* had completed the bid documents for this project and advertised it statewide. The manager went on to state that in order for local contractors be made aware of this project, a copy of the bid announcement was running in the *Boothbay Register* for two successive weeks. Bid opening is scheduled for 12 May 2020 as the first order of action for that evenings trustee meeting.

The funding search continues with no clear frontrunner as of yet.

15. **AFFORDABLE HOUSING, REVISION II** – No change in status.
16. **CAMERONS POINT WATER MAIN** –No change in status
17. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** - *Dirigo Engineering* has promised the bid documents to be delivered by weeks end.
18. **PANDEMIC RESPONSE PLAN (COVID-19) AND ASSOCIATED ACTIONS TAKEN** – As a follow-up to his previous report, the manager enlightened the board by stating it became quite clear that he could not have a full staff on-duty during this civil emergency due to the close quarters of staff and the possibility, under new state quarantine mandates should co-workers test positive for the COVID-19 virus. Staffed fully, was no longer an option should the worst-case scenario occur leaving no operators to meet the base function of the district. With that in mind the manager reported that he had split the TD and DD in half, with one half self-quarantined and the other half on-duty until further notice.

The manager presented the board with correspondence extremely critical of the approach described above but tempered that with the overwhelming support received by the public.

19. The meeting was adjourned at 1930 hr.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager