

26 May 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 12 MAY 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 28 April 2020 with revisions.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
2. Approve Payroll for weeks ending 28 April 2020 & 5 May 2020.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous
3. Approve Transactions for 27 April 2020 through 8 May 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 12 May 2020*. During the previous period the district received an additional one (1) “new service applications” and established one (1) new seasonal service and six (6) new year-round customers. The manager reported that in addition to staff were working through insurance renewals and various other data calls from governmental and private contractors.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 May 2020	
Account	Balance
Business Checking	\$ 25,425.65
Deposit Sweep Account	\$ 462,922.83
Liquidity Total	\$ 488,348.48
DESIGNATED FUNDS	
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
Designated Fund Total	\$ 135,782.84
TOTAL CASH RESERVES	\$ 624,131.32

- a. **Maine Bond Bank (MBB) Land Acquisition Loan** – The manager reported that all requirements for this program had been completed and submitted. The MBB board would consider releasing the funds at their next meeting early the following week.

5. **NATURAL RESOURCES PROGRAM** – The Natural Resources Program Manager (NRPM) provided the board the following report in writing.
 - a. **Land conservation/acquisition:** *We closed on the Farrin property on April 24. We have continued to provide information/application materials to the Drinking Water Program and Maine Municipal Bond bank since the closing. The PUC is expected to consider our request for a loan at their next meeting*
 - b. **Source Water Protection Grant** *Our grant application for a 2020 \$10,000 State DWP Source Water Protection Grant has been approved.*
 - c. **2019 319 Grant Update** - *Still waiting on weather for work to begin on the 319 grant Pine Woods Road stormwater improvement project, with others 319 projects to follow this summer.*
 - d. **2021-2022 319 Grant Application** - *We are working on another 319-grant application for the 2021-2022 grant period. We met with Dirigo and Town of Boothbay Public Works to consider approaches for improving Adams Pond Road. Because of the limitations related to the proximity of road to shoreline, we have decided that NPS work on Adams Pond Road beyond ditch maintenance and winter sand removal is not feasible. We will submit a grant application for Gaecklin Road project only if we receive an estimate from Town of Boothbay (promised) and an assurance that they will do the work and pick up the required match.*
 - e. **Source Water Sampling** -*Lake sampling began last week.*

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 explained to the board, with Governor Mills declaration to reopen business in Lincoln County on 31 May 2020, the manager had decided to invoke one more cycle of the current split crew formation with the district to return to full-strength on 27 May 2020. The manager concluded this report by informing the board that on return to full crew operations there would be a safety stand-down where COVID-19 protection measures would be reviewed with the entire staff.
 - b. **Training Update** –Nothing new to report

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained at 100% for both filter and clarifier efficiency. Raw water quality continued to show signs of improvement. Key chemical additions remain in the average range.

In light of the current COVID-19 situation The manager informed the board that he would be keeping a close eye on the districts finish water production levels. Finish water production may be a necessary determining factor in future decisions concerning spending. Finish water production for the previous period averaged 0.4010 MGD as compared to the same period in 2019 which averaged 0.4756 MGD or off nearly 16%.

- a. **SCADA System Upgrade** – No change in status.
 - b. **Backwash Waste Pump Replacement Project** – No change in status
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was doing well staying current with job orders, dig safe notifications and minor repairs. However, due to the split crew demands on labor, only critical capital improvements were being addressed at this time. The whiteboard projects were filling with projects which would be addressed after 27 May 2020. The support from TD staff has been excellent and deserved mention to the board.
- a. **New Replacement Vehicles** – No change in status.
9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in Status
10. **LAND ACQUISITION UPDATE** – The manager reported, as directed, on 29 April 2020 he had closed on the purchase of the 22-acre parcel, Boothbay Tax Map R-4, Lot – 169D, for a total cost of \$148,221.50. All applicable deeds had been posted with the Lincoln County Registry of Deeds with Title Insurance secured. The manager thanked the board for purchasing this property, primarily for the security of the Knickerbocker Lake water supply infrastructure.
11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report.
12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that since the previous meeting, the DD had completed all services off of the new water main, and site restoration had been thoroughly completed by *E. M. Wood Excavation*. As previously reported the new water main had been pressure tested and bacteriologically cleaned. All accounts had been settled and the easement was at the Lincoln County Registry of Deeds and was recorded. The manager then recommended the board accept the new public water main and associated customers. The board accepted the new water main.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
13. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager reported that since the previous trustee meeting both the *Office of Public Advocate (OPA)* & SIVC, through their attorneys at *Pierce-Atwood* had filed discovery documents with the district that were currently being answered by the manager, *Verrill Law and Dirigo Engineering*. These were due with Maine PUC on 22 May 2020 and due to their voluminous nature, were the managers primary focus for the next two-weeks.
14. **NEW MAINTENANCE GARAGE PROJECT** – Chairman Gamage opened the bids for the construction of the new maintenance garage with the results found in Table 2. *Lajoie Brothers Inc.* were declared the apparent low bidder, with their bid package referred to *Dirigo Engineering* for review for completeness as well as to prepare a report for award, for the board after reviewing previous projects.

Table 2 Boothbay Region Water District New Maintenance Garage Bid Tabulation 12-May-20	
Contractor	Bid Amount
Lajoie Bros Inc.	\$ 840,590.00
Phi Builders & Architects	\$ 899,888.00
Doten's Construction Inc.	\$ 930,000.00
Blane Casey Building Contractor, Inc.	\$ 935,539.00
Nichols Construction, Inc.	\$ 1,380,575.00

15. **CAMERONS POINT WATER MAIN** –No change in status.
16. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** –
The manager reminded the board that the bid opening for this project was set for the next trustee meeting, 26 May 2020.
17. **PANDEMIC RESPONSE PLAN (COVID-19) AND ASSOCIATED ACTIONS TAKEN** –Nothing new to report.
18. The meeting was adjourned at 1920 hr.
 - . *Trustee Climo motioned, Trustee Bellows second, vote: unanimous*

END OF MINUTES