

9 June 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 26 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. Trustee Gerald “Gerry” Gamage was elected Chairman for 2020-2021.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
2. Trustee Smith Climo was elected Vice-Chairman for 2020-2021.
Trustee Anthony motioned, Trustee Bellows second, vote: unanimous
3. Trustee Nell Tharpe was elected Treasurer for 2020-2021.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. Trustee Kevin Anthony was elected Clerk for 2020-2021.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
5. The board approved the minutes for 12 May 2020 with revisions.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous
6. Approve Payroll for weeks ending 12 May 2020 & 19 May 2020 was tabled until a full quorum could be present for approval.
7. Approve Transactions for 11 May 2020 through 22 May 2020
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous
8. **ADMINISTRATION** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 26 May 2020*, Table 2 - *BRWD Profit and Loss Budget Performance as of 30 April 2020* & Table 3 - *BRWD Capital Improvements & Equity Report as of 30 April 2020*. During the previous period the district received an additional three (3) “new service applications” and established one (1) new year-round customer. June billing would be released on 1 June 2020 with a value of \$48,811.05.
 - a. **Maine Bond Bank (MBB) Land Acquisition Loan Update** – The manager reported that the MBB approved the district’s loan the previous week with all of the paperwork in transit to the district.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 26 May 2020	
Account	Balance
Business Checking	\$ 26,307.08
Deposit Sweep Account	\$ 738,927.36
Liquidity Total	\$ 765,234.44
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	\$ 901,017.28

9. **NATURAL RESOURCES PROGRAM** – The Natural Resources Program Manager (NRPM) provided the board the following report in writing.

- a. **Land conservation/acquisition:** *In the past two weeks, we have met with two Knickerbocker Lake property owners to discuss conservation options. In both cases, we had good conversations, provided information and the land owners are interested. Nick Ullo (BRLT) met with us with the second property owner. The ball is in the property owners' court.*

We were unable to pull together the planned BRWD, BRLT, Towns, BRYMCA, CMBG, KLA meeting to begin the process of forming a water supply conservation group, as planned on May 20. With the anticipated lifting of pandemic restrictions, we now hope to convene this group in June.

- b. **2019 319 Grant Update** - *Still waiting for work to begin on the 2018 319 grant Pine Woods Road stormwater improvement project, with other 319 projects to follow this summer.*
- c. **2021-2022 319 Grant Application** - *We submitted a 319-grant application to upgrade Gaecklin Road on May 15. (see attached)*
- d. **Source Water Sampling** - *Lake sampling continues; spring stream sampling was completed last week.*

Once we are back to full crew, we hope to begin several watershed maintenance/improvement projects, e.g., ditch maintenance, with the help of Weston Alley, who is now in the treatment division, and available distribution staff.

Table 2
BRWD Profit and Loss Budget Performance as of 30 April 2020

	Jan - Apr 20	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	0.00	0.00	10,000.00
415 - Jobbing	18,614.04	27,293.24	95,000.00
419 - Interest Income	125.44	126.40	500.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00	0.00	0.00
461 - Revenue Accounts	1,292,961.55	1,237,046.37	3,273,317.20
Total Income	1,311,701.03	1,264,466.01	3,378,817.20
Gross Profit			
	1,311,701.03	1,264,466.01	3,378,817.20
Expense			
403-Depreciation Expense	226,000.00	226,000.00	678,000.00
408 -- Taxes other than Income	19,654.15	20,760.65	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	789.62	1,133.32	3,400.00
427-Interest Expense	83,501.16	73,980.00	224,240.00
601 - Wages	210,583.49	199,605.90	627,950.00
603 - Trustee Fees	0.00	9,700.00	9,700.00
604 - Employee Pen. & Benefits	153,683.89	144,731.88	440,000.00
615 - Electricity	18,874.45	20,900.58	66,500.00
618 - Chemicals	10,085.25	10,257.15	49,025.00
620 - Materials & Supplies	76,893.23	67,878.17	229,000.00
631 - Contr.-Engineering	6,833.50	877.00	15,000.00
632 - Contr. Accounting	16,000.00	16,000.00	63,000.00
633 - Contr. Legal	13,685.00	16,666.68	50,000.00
634 - Other Professional Fees	250.00	5,000.00	15,000.00
635 - Contr-Other	73,239.04	54,083.48	239,100.00
642 - Rental of Equipment	1.71	0.00	500.00
650 - Transportation	5,749.09	6,009.39	37,250.00
656 - Insurance-Vehicles	0.00	0.00	0.00
657 - Insurance - Gen. Liab.	0.00	17,500.00	35,000.00
658 - Insurance-Workers Comp.	3,934.20	6,500.00	15,000.00
660 - Advertising	590.40	833.32	2,500.00
667 - Regulatory Expense	190.00	1,270.00	20,000.00
675 - Misc. Expenses	6,059.41	4,062.25	13,100.00
680.00 · Uncategorized	0.00	0.00	0.00
Total Expense	926,764.66	903,749.77	2,893,265.00
Net Ordinary Income	384,936.37	360,716.24	485,552.20
Net Income	384,936.37	360,716.24	485,552.20

Table 3
BRWD Capital Improvements & Equity Report as of 30 April 2020

Accnt #	Description	30-Apr	Budget
Capital Improvements			
105.01	Marine Construction	\$ 10,845.00	\$ 30,000.00
105.02	Engineering & Excavation		\$ 10,000.00
105.05	GIS		\$ 1,500.00
105.10	New Building	\$ 91.35	\$ 35,000.00
105.17	Land Acquisition: Clifford Property	\$ 76,161.26	\$ 100,000.00
105.17	Land Acquisition: Farrin Property	\$ 148,221.50	\$ -
105.21	Natural Resource Projects	\$ 579.78	\$ 25,000.00
105.23	Massachusetts Road Proj	\$ 3,470.96	\$ 4,000.00
105.24	Barlow Hill & Mariner Way Water Main Replacement	\$ 8,499.65	\$ 180,000.00
105.25	Knickerbocker Lake Source - New Boat Launch		\$ 10,000.00
105.26	Adams Pond Source - New Boat Launch		\$ 10,000.00
105.27	Raw Water Pump Station. Upgrade RWP#1 Verticle Turbine	\$ 45,667.98	\$ 30,000.00
105.28	Treatment Plant-Piping Gallery Safety Improvements		\$ 13,500.00
105.29	Treatment Plant Replace Backwash Waste Pumps & Check Valves		\$ 40,000.00
105.30	2020 SCADA Upgrades		\$ 6,000.00
105.50	Work in Progress - Other		\$ 5,000.00
Total Capital Improvements		\$ 293,537.48	\$ 500,000.00
Principal Repayments			
221.9	MBB Highland Park	-	\$ 32,000.00
221.94	SRF Mt Pisgah Tank	-	\$ -
221.32	MBB Pinkham Standpipe Rehab	-	\$ 5,500.00
221.33	RD Southport Interconnection	\$ -	\$ 33,000.00
221.89	SRF Cape Newagen MMBB	\$ 10,775.00	\$ 11,000.00
221.92	RD 91-20	\$ -	\$ 25,000.00
221.93	FNB Consolidation	\$ 10,295.36	\$ 12,000.00
221.95	MMBB Sea Street	\$ -	\$ 13,500.00
221.97	FNB Fluoride Bond	\$ -	\$ 7,700.00
221.992	FNB Line of Credit	\$ -	\$ -
221.99	RD 91-18	\$ 6,800.00	\$ 6,500.00
221.993	MMBB Consolidation	\$ -	\$ 345,000.00
Total Principal Repayments		\$ 27,870.36	\$ 491,200.00
Mcelroy Trailer			\$ 7,000.00
2020 Chevrolet 2500 (holdover from 2019 Budget)			\$ 65,000.00
2021 Chevrolet 2500			\$ 65,000.00
Total Fixed Asset:			137,000.00

10. **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)** – Tomorrow we will be back at 100% manning.
 - b. **Training Update** – Nothing new to report

11. **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 continues to show signs of improvement. Key chemical additions remain in the average range.

Finish water production for the previous period averaged 0.5925 MGD as compared to the same period in 2019 which averaged 0.5265 MGD.

 - a. **SCADA System Upgrade** – No change in status.
 - b. **Backwash Waste Pump Replacement Project** – No change in status
 - c. **Plexiglass Safety Window for Customer Service** – The manager reported that in an effort to limit contact between administration staff and the general public, he had tasked the TD to have a plexiglass window be installed at the Customer Service Representatives counter in the Administration Building. The TD had this project because facility maintenance and upgrade were part of their mission. A minor contract with *Wiscasset Glass* was reported to be in-process with no completion date known at this time.

12. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD remained current with job orders, dig safe notifications and minor repairs with the list of whiteboard projects growing
 - a. **New Replacement Vehicles** – No change in status.

13. **5 RIVERS REGIONAL WATER COUNCIL** – No change in Status

14. **LAND ACQUISITION UPDATE** – No change in status

15. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.

16. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager informed the board that since the previous trustee meeting, the district had put together a total response to the discovery questions put forth by the Office of the Public Advocate, Maine Public Utilities Commission (PUC) Staff and, the SIVC. The completed package was voluminous and is too large to transmit to trustees as part of their report. The manager went on to relay that this massive data call was submitted on-time, 22 May 2020 with the PUC. A case conference is scheduled for 27 May 2020 which will be held telephonically. The manager promised an update and an order of upcoming events at the next meeting.

17. **NEW MAINTENANCE GARAGE PROJECT** –The manager provided the board with *Dirigo Engineering's* research concerning the fitness of *Lajoie Bros Inc.* to execute this project. All contract information is complete and correct. Based on the above-mentioned materials, the manager recommended to the board that project be awarded to *Lajoie Bros Inc.* trustee Climo inquired of Trustee Anthony if he felt the price bid was realistic. Based on decades of construction experience, Trustee Anthony replied in the affirmative.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
18. **CAMERONS POINT WATER MAIN** –No change in status.
19. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** – The manager reported that there were no bids from invited contractors to open that evening and had extended the period until 9 June 2020 to better suit the contractors listed.
20. **PANDEMIC RESPONSE PLAN (COVID-19) AND ASSOCIATED ACTIONS TAKEN** – This will be the final report concerning this situation. As mentioned earlier we will be reconvening district staff, in force, tomorrow. From here on out it is the district's intention to manage the spread of COVID-19 through excellent sanitation, social distancing (as much as practicable), engineered safeguards and proper personal protective equipment (PPE).
21. The meeting was adjourned at 2001 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

