

13 October 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 22 SEPTEMBER 2020

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: Ms. Marcia Wilson, Administrative Manager (AM). Absent. None.

1. The board approved the minutes for 8 September 2020.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
2. Approve Transactions for 7 September 2020 through 18 September 2020
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
3. **ADMINISTRATION** – The AM provided the board Table 1 *Boothbay Region Water District Cash Account Status Report as of 22 September 2020*, Table 2 - *Boothbay Region Water District Profit & Loss Budget performance as of 31 August 2020* and Table 3 - *Boothbay Region Water District Capital Improvement and Cash to Equity as of 31 August 2020*. A detailed discussion pertaining to all documents was conducted with all trustee questions answered. The manager reported that during the previous period the district added five (5) new customers, all seasonal services and received six (6) new service applications were received and were added to the 20+ applications pending due to contractor availability.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 September 2020	
Account	Balance
Business Checking	\$ 22,000.61
Deposit Sweep Account	\$ 396,599.48
Liquidity Total	\$ 418,600.09
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,336.49
Land Acquisition Fund	\$ 14.71
Capital Reinvestment Fund	\$ 300,125.82
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 37,319.42
EBB Upgrade 91-20	\$ 56,054.74
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 436,219.23
TOTAL CASH RESERVES	\$ 854,819.32

Table 2

Boothbay Region Water District Profit & Loss Budget performance as of 31 August 2020

	Jan - Aug 20	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc. Inc.	0.00	10,000.00	10,000.00
415 - Jobbing	100,996.18	63,303.15	95,000.00
419 - Interest Income	345.59	337.85	500.00
460- Grant Revenue	15,000.00	0.00	0.00
461 - Revenue Accts Incl. In-Kind Income \$ 629.36	2,302,470.02	2,196,846.08	3,273,317.20
Total Income	2,418,811.79	2,270,487.08	3,378,817.20
Gross Profit	2,418,811.79	2,270,487.08	3,378,817.20
Expense			
403-Depreciation Expense	452,000.00	452,000.00	678,000.00
408 -- Taxes other than Income	36,990.85	41,001.81	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	1,475.82	2,266.64	3,400.00
427-Interest Expense	158,501.16	147,660.00	224,240.00
601 - Wages	402,354.06	422,992.70	627,950.00
603 - Trustee Fees	9,425.53	9,700.00	9,700.00
604 - Employee Pen. & Benefits	297,179.02	291,285.49	440,000.00
615 - Electricity	37,895.48	43,899.90	66,500.00
618 - Chemicals	36,103.02	30,028.35	49,025.00
620 - Materials & Supplies	163,430.69	176,735.45	229,000.00
620.7 - Postage	558.10	0.00	0.00
631 - Contr.-Engineering	17,326.00	11,667.00	15,000.00
632 - Contr. Accounting	45,302.50	47,000.00	63,000.00
633 - Contr. Legal	38,944.00	33,333.36	50,000.00
634 - Other Professional Fees	250.00	10,000.00	15,000.00
635 - Contr-Other	190,306.67	159,501.05	239,100.00
642 - Rental of Equipment	1.71	0.00	500.00
650 - Transportation	13,717.54	20,589.50	37,250.00
656 - Insurance-Vehicles	0.00	0.00	0.00
657 - Insurance - Gen. Liab.	16,381.50	35,000.00	35,000.00
658 - Insurance-Workers Comp.	10,719.90	13,000.00	15,000.00
660 - Advertising	825.40	1,666.64	2,500.00
667 - Regulatory Expense	22,776.52	17,029.00	20,000.00
675.3 - 319 Grant Reimbursement	14,006.50	0.00	0.00
675.81 - Public Notices, Dues & Pub., ACH & Bank Fees	8,844.73	8,438.22	13,100.00
675.9 - In-kind Expenses	629.36	0.00	0.00
Total Expense	1,975,946.06	1,974,795.11	2,893,265.00
Net Ordinary Income	442,865.73	295,691.97	485,552.20
Net Income	442,865.73	295,691.97	485,552.20

Table 3

Boothbay Region Water District Capital Improvement and Cash to Equity as of 31 August 2020

Acct #	Description	31-Aug	Budget
Capital Improvements			
105.01	Marine Construction	\$ 12,945.00	\$ 30,000.00
105.02	Engineering & Excavation	\$ 11,594.44	\$ 10,000.00
105.50	Admin Building	\$ 36,441.31	
105.05	GIS	\$ 480.00	\$ 1,500.00
105.10	Storage Building Project (roof) treatment plant	\$ 455,783.54	\$ 35,000.00
105.17	Land Acquisition: Clifford Property	\$ 77,002.13	\$ 100,000.00
105.21	Natural Resource Projects	\$ 16,207.28	\$ 25,000.00
105.23	Massachusetts Road Proj	\$ 25,083.86	\$ 4,000.00
105.24	Barlow Hill & Mariner Way Water Main Replacement	\$ 8,499.65	\$ 180,000.00
105.25	Land Acquisition: Farrin Property	\$ 148,221.50	\$ -
	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 Vertical 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, reclass to grant	\$ -	\$ 5,000.00
	Total Capital Improvements	\$ 837,926.69	\$ 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	\$ 33,634.96	\$ 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	\$ 12,915.00	\$ 13,500.00
221.97	FNB Fluoride Bond	\$ 6,133.97	\$ 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	\$ 80,554.29	\$ 491,200.00

- a. Vulnerability Assessment (VA) Update – Due to heavy workload this project had yet to be completed.

- b. **Maine Public Utilities Commission (PUC) Ban of Disconnections** – The AM reported that on 15 September 2020, the PUC issued orders to all Maine water utilities that the ban on disconnections would be lifted on 1 November 2020. As part of this order water utilities were required to notify all delinquent customers 30-days in advance of the order being lifted with disconnection proceedings allowed on 1 November 2020. The PUC had since provided all water utilities a document to be used as a template for the letter, of which the AM and customer service representative (CSR) were now tailoring for the BRWD with a deadline for mailing ordering this document be sent to all BRWD delinquent customers no later than 1 October 2020. As of today, the BRWD is owed in excess of \$54,000.00 by delinquent customers.
4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
- a. **BRLT Watershed Conservation Collaborative** will convene in mid-October/ early December.
- b. **Watershed work:** 319 grant construction and administration continue, as does water sampling and watershed monitoring. We have recently submitted reports and invoices totaling \$18,345 in 319 grant dollars. Work at the Y camp and paving of Pine Woods Road are the last two 319 projects in process. If any 319 grant dollars remain, we will request they be carried over to support remediation of a severely eroding driveway at an Adams Pond watershed residence. We have seen an increased interest in grant support/ technical assistance from watershed residents in recent weeks.
- c. **Public Outreach** - The Boothbay Register will publish an article soon about our grant work – this started as an interest in the Geopave project on Back River Road but became broader in scope once we met. His interview was the impetus for the following summary:
1. The District has been awarded \$281,380 in grant funds since 2014 for source water protection - the majority of these grant dollars have been used to fix or improve known non-point source pollution sites around Adams Pond and Knickerbocker Lake. The District has provided most of the required match for these grants, but property owners have also contributed match.
 2. BRWD set up a local lake friendly grant program in 2015, which is funded in part by the Drinking Water Program Source Water Protection Program grants. This local grant provides technical assistance and up to \$1,000 in matching funds to watershed property owners for approved projects to address runoff/ erosion or to replace failing septic or heating oil tanks. Since 2015, we have funded 16 projects and disbursed \$16,383 in lake friendly grants. Half of the projects were erosion/ runoff control and half failing septic/ oil tank replacement.
 3. District grant programs have supported remediation work at 40 individual watershed sites for a total of 49 individual projects. More projects than sites because work has been done at some sites more than once when problems were not completely resolved the first time. For example, we have worked with the Y at Camp Knickerbocker each year since 2015, slowly making improvements to reduce soil runoff and erosion. Also, a couple of individuals have worked on erosion problems and also had septic systems replaced.

4. *Of the 49 remediation projects, 17 were considered high impact, 17 medium impact, and 6 low impact. Impact of erosion sites is determined primarily by size of erosion/runoff problem and proximity to lake. We also provided grants for 7 failing septic system and 2 failing oil tank replacements.*
- d. **Watershed Land Acquisition Loan** – *The DWP/MMBB loan for the Farrin property has closed and funds were transferred to the District on September 21. DWP has forgiven \$50,000 of the \$134,640 loan up front.*
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)** – the manager made the board aware that as of now the district was now experiencing a temporary manpower shortage. One individual was reported to be in quarantine due to a sick child in the home who is currently being tested as to the root of the illness (No COVID-19 Exposure declared as of yet). Additionally, one employee would be getting married later that week and was on approved leave, thus, things were somewhat tight with all that was going on
 - b. **Training Update** – Safety training had been again postponed due to COVID-19 and was now tentatively scheduled to resume mid-November. If that date could not be accomplished for 2020 the district was prepared for the possible citation that would be levied by the Department of Labor (DOL). Thankfully, the DOL was reported to be in hiding and not performing inspections for the remainder of 2020. On-line license training continued.
6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained stable, with clarifier and filter efficiency both at 100%. Key chemical consumption rates remained about 85% of normal.

For the previous period finish water production averaged .7683 MGD as compared to the same period in 2019 which averaged 0.6735 MGD.

Withdrawal operations from Knickerbocker Lake were suspended on 9 September 2020 (see Table 4).

Current raw water reserves in Adams Pond equal 210.4 MG with Knickerbocker Lake containing 485.0 MG usable raw water.

- a. **Backwash Waste Pump Replacement Project** – No change in status
- b. **Drought Report** – During the previous period the Boothbay Region had remained in a D1 Drought (*Moderate Drought*) status. However, since the previous report, in addition, to the D2 Drought (*Severe Drought*) expansion into Somerset, Penobscot, Piscataquis, York and Aroostook Counties, the line for this drought classification had expanded to include Oxford, Cumberland, Androscoggin, Franklin and Washington Counties as well. D3 (*Extreme Drought*) conditions had now been declared in central Aroostook County. Again, the U.S. Drought Monitor measures drought in five categories D0 through D4 (*Severe Drought*), and my opinion the district has sufficient raw water reserves at this time had not changed.

Table 4			
Boothbay Region Water District			
2020 Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
15-Jul-20	18-Jul-20	2,716,200	48,783,800
19-Jul-20	25-Jul-20	6,708,000	42,075,800
26-Jul-20	1-Aug-20	7,142,700	34,933,100
2-Aug-20	8-Aug-20	6,713,000	28,220,100
9-Aug-20	15-Aug-20	5,007,000	23,213,100
16-Aug-20	22-Aug-20	4,285,600	18,927,500
23-Aug-20	29-Aug-20	5,911,400	13,016,100
30-Aug-20	6-Sep-20	5,637,600	7,378,500
7-Sep-20	9-Sep-20	2,672,500	4,706,000
Total Withdrawn		46,794,000	4,706,000

7. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was spread thin with the unusual high number of customers being added at this point in the season. The DD had concentrated on remaining current with job orders, dig safe notifications and minor repairs. The majority of the DD manpower had been assigned to capital improvement projects that would be discussed later in this report.
8. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that the council had submitted comments with regard to the ban on disconnections as requested by the PUC. He provided the document to the board who endorsed the comments.
9. **LAND ACQUISITION UPDATE** – No change in status
10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.
11. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager recommended that the board consider his report in executive session pursuant to 1 M.R.S.A. §405(6)(E) – *consultations with legal counsel*.
12. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(E) – *consultations with legal counsel* at 1948 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
13. The board came out of executive session at 2022 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous

14. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that since the previous meeting much work had been completed on this project with the project remaining on schedule for the 19 October 2020 acceptance date. The date for Progress Meeting #4 had been pushed back to 5 October 2020 with the chairman and treasurer able to attend. Since the previous meeting all sheathing had been completed and the roof of the structure was complete. Additionally, the base paving has been completed and the curbs had been installed. Work has begun on the breezeway between the Administration Building and the New Maintenance Garage. Work on the rough plumbing continued.

Looking forward to the next meeting, the contractor plans to complete the siding by weeks end and turn his attention then to internal construction of the building. Utility installation was next on the agenda, with insulation due to be installed during the first part of following week.

The manager reported that he and the AM were looking to refinance this building in that low interest loans were available with Rural Development (RD). Currently RD offered a fixed 1.8% interest rate on a 30-year note.

15. **CAMERONS POINT WATER MAIN** –No change in status.

16. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** – The manager reported that this project had proven to be frustrating thus far. The project kicked off on 9 September 2020 with the removal of paving on Barlow Hill Road. Upon the removal of the pavement the brand of ledge encountered was the heavy and very hard. Coupled with that fact, the tight quarters in which to work and the amount of blasting that was now becoming clearly needed to be accomplished, blasting the 600-foot trench, services and hydrant placement was slow, with only a single charge per blast allowed to stay within safety margins. Blasting began on 11 September 2020 and did not conclude until 17 September 2020. Since the blasting phase concluded approximately 300-feet of the new water main had been installed picking up existing services along the way as well as the installation of the new fire hydrant atop Barlow Hill.

During this process it was found that the Rice Road water main was more substandard, and quite frankly, as the manager stated not consistent with known East Boothbay Water District (EBWD) records. Management of the former EBWD inexplicably decided that the Rice Road water main would consist of a 1” copper service line with a four (4) inch HDPE water main attached to it approximately an additional eight hundred (800) feet farther down Rice Road than at the intersection of Rice Road and Barlow Hill Road. This gross allowance of substandard infrastructure committed by the former EBWD has no created another expensive rehabilitation project. In short, the work on Barlow Hill currently being undertaken will do nothing to relieve the low-pressure problems of Rice Road; the primary objective of the project.

The manager informed the board that it would be impossible to amend the current contract at this point of the project in that the Mariner Way water main was just as poor a water main installation and likewise needed immediate attention as well. The manager informed the board that next year’s Paygo project would include a previously unidentified 800-foot renewal of essentially a single service main that had been shortsightedly transformed into a legal public water main due to the EBWD’s poor decision making, which was now clearly under the care and custody of the BRWD and currently feeding six large homes.

The manager concluded his report, informing the board that the Mariner Way state road opening permit had been pulled with transition to this project to take place as soon as the bulk of the work, excluding clean-up, on Barlow Hill is complete. The manager estimated the transfer mid-week, the following week.

17. **JOPPA ROAD WATER MAIN REPLACEMENT PROJECT** - The manager reported that since the previous report, this project, consisting of approximately four hundred (400) feet of two-inch high-density polyethylene (HDPE) water main, establishing three new services and transferring one service to the new main as a matter of convenience for the district, had been completed by DD personnel. All funding accounts were current, contracts between those funding the project and the district executed, the water main pressure tested and disinfected and all services installed. Remaining work consisted of repaving two trench cuts on Joppa Road to be completed as part of the district's monthly paving actions this fall. Upon the advice of the Assistant Distribution Foreman, Trevor Morin, Class III distribution license, it was the managers recommendation that the board accept this new water main. The board accepted the new water main.

Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous

18. The meeting was adjourned at 2023 hr.

Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES