

22 December 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 8 DECEMBER 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; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Blakeslee, Boothbay Harbor.

1. The board approved the minutes for 24 November 2020.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
2. Approve Transactions for 23 November 2020 through 4 December 2020
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
3. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 10 December 2020*. Meter reading for the January billing had been completed and the value tabulated for that billing, which was to be released on 1 January 2021, equaled \$74,167.90 in value. Over the previous period the water district received one (1) new service applications and added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 December 2020	
Account	Balance
Business Checking	\$ 38,003.76
Deposit Sweep Account	\$ 469,350.39
Liquidity Total	\$ 507,354.15
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,336.49
Land Acquisition Fund	\$ 14.71
Capital Reinvestment Fund	\$ 125.62
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	\$ 136,219.03
TOTAL CASH RESERVES	\$ 643,573.18

- a. Vulnerability Assessment (VA) Update – No change in status.

- b. **Boothbay Region Water District 2021 Budget Update** – The manager informed the board that on 1 December 2020 the final supervisory meeting pertaining to the *Boothbay Region Water District Draft 2021 Budget* formulation had completed with all sections of the district providing input and developing a work plan for 2021. With this input the AM and manager formulated a budget proposal which was distributed to the trustees electronically on 7 December 2020 with a target date for trustee ratification being the trustee meeting 22 December 2020. The board deferred action until 22 November and the manager was instructed to have the Administrative Manager (AM) present for board review.

- 4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
 - a. **319 Grant Update**- *Just one report for this week: We have successfully completed all required documentation for our 2018 DEP 319 grant. Attached is the final project report and DEP closeout letter.*

- 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 Section 14, **ENHANCED COVID-19 WORK POLICY**. Additionally, on 8 December 2020 the manager reported that he had received a call from the president of Teamsters Local #340, requesting dates for contract negotiations to be completed by years end. The manager reported that he informed the president that that would not be possible but would bring it to the board for consideration. After some board discussion, the board verbally approved changing the negotiator for this round of negotiations with services of Mr. Doug Courier, J.D, of *Verrill Law*. Additionally, the chairman assigned the vice-chairman to lead the negotiation team for the upcoming negotiations representing management.
 - b. **Training Update** –On-line license training continues.

- 6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period declined with clarifier performance remained at 100% with filter performance dropping to 83% efficiency. Key chemical additions remained below average, holding steady at approximately 70% of normal on a per unit basis.

For the previous period finish water production fell below those registered in 2019 with the most recent totals averaging 0.3187 MGD as compared to the same period in 2019 which averaged 0.3383 MGD.

The manager reported that current raw water reserves had improved with Adams Pond equaling 259.2 MG.

- a. **Drought Report** – The manager informed the board that during the previous period, on a statewide level, the drought dropped considerably with approximately 32% of the state now drought free. That said, the Boothbay Region remained in D2 Drought (*Severe Drought*) status along with York, Knox and Waldo Counties. It was the managers belief that the Boothbay Region should be out of drought conditions by the next report.

7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD remained busy with distribution system maintenance and regulatory workload. Over the previous period the whiteboard project list had been greatly reduced. The DD was now to begin concentrating on outfitting the new maintenance garage.

In the wake of recent heavy rains, the DD responded to several potential water main breaks, all of which turned out to be rain water exiting service or valve boxes, taking the least path of resistance.

On 4 December the DD had to contract with *N. Reny Construction* to repair a service box in that, for some unknown reason, the valve box was over ten feet in depth, a depth impractical to dig efficiently with district equipment. The repair was reported to be complete and in answer to Trustee Anthony, the manager reported that the corrective actions taken in this particular work evolution included setting the service valve at the correct depth.

2. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 7 December 2020 he had met with both the Bath Water District and the Brunswick-Topsham Water District general manager/superintendent to discuss actions that were ongoing. The 5-Rivers standardization of policies and procedures remained ongoing with a preliminary report to be delivered in January. In addition, upcoming legislative issues were discussed requiring a senior member presence at either the Maine Water Utilities Association (MWUA) legislative committee or 5-Rivers solely, to become active with the legislature. Lastly the manager reported on possible efforts to gain deregulation from the Maine Public Utilities Commission (PUC) and the ramifications such a move would have on the 5-Rivers member districts.
8. **LAND ACQUISITION UPDATE** – No change in status.
9. **ALTERNATIVE ELECTRIC POWER OPTIONS** – The manager reported that on 2 December 2020 he had a detailed conversation with Mrs. Deborah Yale concerning the acquisition of a portion of her property adjacent to the Kenniston Hill Standpipe for the possible location of a solar power farm. Mrs. Yale was reported to be a supporter solar energy with her, and Mr. Yale, invested in solar projects within Maine and currently using solar power for their residence in Boothbay Harbor. In addition to the possible location of a solar farm, Mrs. Yale informed the manager that she was quite aware of the districts interest in protecting the portion of her property that is in the Adams Pond watershed and laid out possible plans for her property including conservation and a public recreation.

Mrs. Yale reportedly asked the manager to make a formal proposal in which he reported that he would require input from *Revision Energy*. The manager reported that he had not made contact with *Revision Energy* as of this report but had reached out to them.

10. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager reported that on 4 December 2020, attorney Harwood provided the district with a copy of the SIVC counter offer regarding the SIVC water main disposition. Further discussion was delayed until later in the meeting per the chairman.

11. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported the district was still awaiting the arrival of *Cunningham Security* to install fire protection monitoring and security systems for the new building. However, the district did receive the certificate of occupancy (CO) from the town of Boothbay on 3 December 2020 using temporary fire extinguishers and smoke alarms sourced locally.

Since obtaining the CO, upon transferring some district equipment to the new building it was found that the district backhoe would not fit in the building because the doors were too short. The manager informed the board that this matter had been referred to *Dirigo Engineering* and *Lajoie* for resolution.

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

13. **SEASONAL WATER MAIN TO YEAR-ROUND WATER MAIN CONVERSION POLICY** – As directed, the manager reported that on 2 December 2020 he had sent to the trustees a rough draft for a conversion policy. The manager thanked the board for all revisions returned by the board and provided the “smooth copy” to the board for their consideration. After some discussion the board approved the new policy.

Trustee Climo motioned, Trustee Tibbetts second, vote: Yea – Climo, Gamage, Tibbetts, Tharpe, Bellows; Nea - None; Abstained - Anthony

14. **COVID-19 SAFETY POLICY** –As directed, the manager reported that on 30 November 2020 he submitted a draft COVID-19 Work Policy to be implemented by BRWD staff and trustees immediately, to the trustees for ratification. The manager again thanked the board for their comments and questions and produced the “smooth copy for trustee consideration. After detailed discussion, the board approved the district’s policy.

Trustee Tharpe motioned, Trustee Bellows second, vote: Yea – Anthony, Gamage, Tibbetts, Tharpe, Bellows; Nea - None; Abstained - Climo

15. Trustee Gamage informed the board that he had made contact with former trustee Lew Curtis who approved of the naming of the new annex after him and reportedly was genuinely touched. Chairman Gamage took responsibility for arranging signage with regard to this building.

16. The board went into executive session pursuant to 1 M.R.S.A. §405(6)[E] *consultations with legal counsel* at 1831hr.

Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

17. The board came out of executive session at 1847 hr.

Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

18. The meeting was adjourned at 1848 hr.

Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES