

12 January 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 22 DECEMBER 2020

The Board of Trustees convened at 1800 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. Absent: None.

1. The board approved the minutes for 8 December 2020.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
2. Approve Transactions for 7 December 2020 through 18 December 2020
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
1. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 22 December 2020*. Over the previous period the water district received no new service applications and added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 December 2020	
Account	Balance
Business Checking	\$ 27,274.74
Deposit Sweep Account	\$ 427,784.08
Liquidity Total	\$ 455,058.82
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	\$ 591,277.85

- a. **Vulnerability Assessment (VA) Update** – No change in status. Due at EPA 1 June 2021.

- b. **Osman Page LLC vs. Boothbay Region Water District Update** – The oppositions attorney filed a brief with the court in response to the district’s motion to dismiss the case (see attached). We are now waiting on a judge’s ruling to address our motion to dismiss.
 - c. **Boothbay Region Water District 2021 Budget Update** – Chairman Gamage ordered discussion on the 2021 Budget be moved as the last order of business of the meeting.
3. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
- a. **Natural Resource Permit Act (NRPA) Annual Report - Knickerbocker Lake Withdrawal**- The NRPM reported that she had completed the annual report due with the Maine Department of Environmental Protection (DEP) 30 December 2020 for the reporting year of 1 December 2019 through 30 November 2020.
4. **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 Administrative Manager (AM) reported that she had begun a thorough review of all personnel records and, over the coming weeks would be meeting with each employee to ensure all records were complete and that all benefits and or options allotted to staff are being administered. This action was part of a phased approach and succession planning to institute an internal system that ensures compliance with all applicable state and federal employment law regulations.
 - b. **2020 Employee Performance Evaluations** - The evaluation process for nearly all district employees is close to completion. In compliance with existing labor agreements the CPI-U from November 2019 to October 2020 equaled a 1.2% cost of living adjustment across the board. Additionally, much achievement from staff was recognized and a few issues corrected. The Merit Wage Increases range for 2020 from 0.0% to 3.5% with a fairly wide distribution. Overall, the manager added that after review of each performance evaluation he was very proud of the work ethic and achievements of the staff serving here.
 - c. **BRWD & Teamsters Local #340 Contract Negotiations** - As directed, the manager informed the board that he had enlisted the services of Mr. Doug Courier, J.D, *Verrill Law* to serve as the negotiator for this round of contract negotiations. As part of engaging Mr. Courier, the manager relayed that he had corresponded with him, outlining the current status of labor relations at the district and managements desire to preserve labor peace, at least on the local level. All correspondence related to this effort was currently running through the vice-chairman. On 22 December 2020 Mr. Courier reached out to Mr. Brett Miller, president, Teamsters Local #340 to introduce the negotiating team for management as well as try to set up dates for negotiations to begin, sometime in January 2021. Prior to that meeting Mr. Courier, Vice-Chairman Climo and the manager would be meeting to go over any revisions/clarifications to the contract in order to make it a more coherent and understandable document. The manager concluded his remarks by informing the board that if other trustees had any preliminary input, he would be cataloging those comments for the negotiation team.

- d. **Troy Gauthier** -The manager was proud to announce that the district’s newest utilities technician, Troy Gauthier, earned his Class II Distribution Operators license on 16 December 2020. The board instructed the manager to pass along their congratulations.
 - e. **Training Update** –On-line license training continues. The most recent training provided by Maine Rural Water Association (MRWA) as part of their virtual annual conference, was outstanding with many staff members, including myself, earning 12-credit hours.
5. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1813 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
 6. The board came out of executive session at 1814 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
 7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency declined again with clarifier performance dropping to 91% with filter performance maintaining 83% efficiency. Key chemical additions remain below average, holding steady at approximately 70% of normal on a per unit basis

For the previous period finish water production remains below those registered in 2019 with the most recent totals averaging 0.3396 MGD as compared to the same period in 2019 which averaged 0.3469 MGD.

Current raw water reserves improved with Adams Pond equaling 259.2 MG.

- a. **Drought Report** – The manager reported that during the previous period, on a statewide level the drought dropped again with the drought free zone encompassing 78 % of the state. The Boothbay Region drought classification dropped to a D1 Drought (*Moderate Drought*) status along with York, Knox and Waldo Counties.
 - b. **Sodium Silicate Bulk Tank Replacement**– The manager reported that this project would begin shortly after the new year with *Clean Harbors Inc.* scheduled to remove the sludge from bulk storage tank #1 as well as render it safe for disposal. Directly after that process the first tank will be cut into manageable pieces by staff, and detailed staff, and disposed of properly with the Boothbay Region Refuse Disposal District (BRRDD). The replacement tank is on order and should be here in early January wherein staff will replace and replumb, pressure-test and transfer product from Tank #2 to Tank #1 where the above-described process would then repeat itself.
 - c. **Knickerbocker Lake Access Project** - The new ramp required to meet all applicable safety requirements was constructed by staff and was ready for installation at the Knickerbocker Pump Station in early 2021.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD busy with distribution system maintenance and regulatory workload. Over the previous period the whiteboard project list continued to be added and subtracted from, remaining at a respectable level. With the Certificate of Occupancy (CO) now in place for the Lew Curtis Annex, the DD had begun concentrating on outfitting the building.

- a. **Middle Road Water Main Break** - On 16 December 2020 a severe water main break took place at the intersection of Middle Road and Hutchinson Drive in Boothbay Harbor. The break was particularly nasty because it occurred under the twenty-year-old sleeve of the tap and sleeve and valve assembly installed to feed the new Hutchinson Drive & Patton Lane water main. To correct this break required a total replacement of the entire valve assembly, causing dewatering of part of the Middle Road water main and total dewatering of the Patton Lane and Hutchinson Drive water mains. Staff responded professionally and had the problem resolved, and water restored by 0200 hr. 17 December 2020.
- b. **Boil Water Order** – Because of the incident described in 5(a) **Middle Road Water Main Break**, the district consulted with the Maine Department of Health and Human Services, Drinking Water Program (DWP) wherein a “Boil Water Order” was declared for all those affected by the main break. Following state protocol, the district attempted to make contact with as many affected as possible and posted the Boil Water Order on social media, the web-page and on all outlets of the *Boothbay Register*. On 17 December 2020 samples were taken and transported to the district’s lab in Wiscasset. On 18 December 2020 the lab results were made available to the district, coming back free of pathogens, at which time the district contacted the DWP, who after reviewing the facts of the Boil Water Order, instructed the district to lift the order. Using the same media outlets as stated above, the Boil Water Order was lifted on 18 December 2020.
- i. The board then requested of the manager draft an article outlining what a boil water order is and why it is issued from time-to-time and submit it to the Boothbay Register for publication.
- c. **Atlantic Avenue Water Quality Issue** - Over the last several weeks the water quality towards the end of Atlantic Avenue has deteriorated with regard to color. As a temporary fix to the problem, an additional bleeder was added to maintain water quality. Investigation and mitigation will occur during the spring when work conditions improve. See Table 2 for the updated bleeder report.

Table 2						
BRWD 2020/2021 Bleeder Report as of 22 December 2020						
Location	Municipality	Date On	Date Off	Cubic-Foot per minute	Gallons per Minute	Gallons per Day (GPD)
Kenniston Hill Standpipe	Boothbay	22-Oct-20		0.5	4	5,400
Murray Hill Road	Boothbay	22-Oct-20		1.5	11	16,200
Lobster Cove Road	Boothbay Harbor	22-Oct-20		1.5	11	16,200
Cross Road	Southport	22-Oct-20		2.0	15	21,600
Southport General Store	Southport	22-Oct-20		1.7	13	18,360
Route 96	Boothbay	22-Oct-20		0.8	6	8,640
Atlantic Avenue	Boothbay Harbor	21-Dec-20		0.5	4	5,400
Factory Cove Road	Boothbay Harbor	9-Dec-20		1.0	8	10,800
TOTALS				9.5	71	102,600

9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
10. **LAND ACQUISITION UPDATE** – No change in status.
11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status
12. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – No change in status.
13. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that *Cunningham Security* had been on-site for three-days during the week of 14 December 2020 wherein all security and emergency monitoring equipment had been installed, tested and put into service. The manager concluded his report by informing the board that the district was still waiting for options for raising the entrance to at least one bay of the Lew Curtis Annex to accommodate the districts tractor and backhoe.
14. **CAMERONS POINT WATER MAIN** –No change in status.
15. **COMPLAINT – BREWER** – On 18 December 2020 the district received a complaint lodged against the manager and distribution foreman alleging (I think) misuse of power. Attached please find a copy of the letter, a post card presumably sent to PUC, and a Christmas Card from Mr. Brewer to the manager. After reviewing the documents provided by Mr. Brewer, as far as dealings with him there existed no evidence wherein the district deviated from PUC rules and regulations as well as PUC approved procedures for the Boothbay Region Water District. To date, the district had received no inquiries from the PUC regarding this matter. Mr. Brewer was requesting a board response that was drafted at the meeting to be signed by Chairman Gamage.
16. **2021 BOOTHBAY REGION WATER DISTRICT PROPOSED BUDGET**. After a detailed discussion pertaining to the proposed budget as well as the board hearing reports pertaining to the budget by both the manager and administrative manager, the board approved the \$3.58M budget for 2021
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
17. Chairman Gamage informed the manager that he was to receive a 2.5% Merit Wage increase for 2021 and was to prepare and submit a self-evaluation for the 12 January 2021 trustee meeting for trustee review.
18. The meeting was adjourned at 1918 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES