

9 February 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 26 JANUARY 2021

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: None Absent: None.

1. The board approved the minutes for 12 January 2020.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.
2. Approve Transactions for 11 January 2020 through 22 January 2021
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.
3. **ADMINISTRATION** - The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 26 January 2021*. Over the previous period the water district received one (1) new service applications and added four (4) seasonal customers and one (1) new year-round customer.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 26 January 2021	
Account	Balance
Business Checking	\$ 25,307.97
Deposit Sweep Account	\$ 283,858.70
Liquidity Total	\$ 309,166.67
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	\$ 445,385.70

- a. **Vulnerability Assessment (VA) Update** – Since the previous meeting, much work had been completed with this project. As of that day, the Qualitative Risk Assessment and Quantitative Risk Assessment were complete. Work was now concentrated on completing the Countermeasure Analysis which consists of an exercise called the countermeasure risk assessment and countermeasure cost. No estimated date for completion and trustee review has been set.
4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRRPM:
- a. **Land conservation:**
 - i. The BRLT led watershed conservation group meets today after a holiday break.*
 - ii. Because of Covid-19, securing an appraisal for the Michael Sherman property off Route 27 has taken longer than usual. We now anticipate a completed appraisal by March 15.*
 - iii. We have begun conversations with Henry Rowe’s heirs regarding their property in the Knickerbocker Lake watershed on Back River Road.*
 - b. **Reports:** *We have submitted the 2020 MNRCPP monitoring reports for the Hamrin property grant. 2021 should be our final year of annual monitoring. Water quality summary for 2020 should be completed soon.*
 - c. **Watershed projects:** *We are applying for a Maine Conservation Corp Field Team to tackle the invasive plant problem on the woodland between Adams Pond and the District Office this summer. Our forest management plan (FMP) indicated that the widespread invasive bush honeysuckle on this site is keeping young trees from establishing as the red pines die out. The FMP identified removal of the bush honeysuckle as a high priority for management of this shoreland zone. We will seek a Source Water Protection grant to offset costs.*
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 reported that, as of that time, all personnel are COVID-19 free with the “Gold Crew” now on-duty and the Blue Crew held in quarantine as a reserve. No news concerning the availability of vaccinations were available.
 - b. **BRWD & Teamsters Local #340 Contract Negotiations:** On 19 January 2021 Doug Currier J.D. *Verrill Lam*, again made an overture to the Mr. Brett Miller, president, Teamsters Local #340 to begin contract negotiations for a labor agreement that was supposed to be completed 31 December 2020. To date, there has been no word from Teamsters Local #340 concerning any pending contract negotiations.
 - c. **Training Update** – On-line license training continues, especially those working from home.

6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained unchanged with clarifier performance remaining at 91% and filter performance maintaining 83% efficiency. Key chemical additions had risen to average.

For the previous period finish water production ran under that registered in 2020 with the most recent totals averaging 0.3287 MGD as compared to the same period in 2020 which averaged 0.3530 MGD.

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

- a. **Drought Report** – During the previous period, on a statewide level the drought remained static with the drought free zone encompassing 92 % of the state. The Boothbay Region drought classification remains D0 Drought (*Unusually Dry*) status along with the coastal area of York, Lincoln, Knox, Hancock, and Waldo Counties.
- b. **Sodium Silicate Bulk Tank Replacement** – During the week of 11 January 2021, treatment and distribution staff cut Tank #1 into small pieces and disposed of the tank material at the Boothbay Region Refuse Disposal District (BRRDD) in accordance with state and federal law. On 18 January 2020, the district took delivery of both replacement tanks. Since then, Tank #1 was re set with the outlet piping manufactured, pressure tested and put into service. The remains of usable sodium silicate in Tank #2 were transferred to the new Tank #1 with the old Tank #2 now tagged out of service. On 26 January 2021 *Clean Harbors Inc.* again arrived on-site, removed the sludge from Tank #1 and rendered that tank safe for disposal at the BRRDD. All sludges were then transported out of district custody, by *Clean Harbors Inc.* for disposal in accordance with state and federal law. The project is now at the 40% completion stage.

7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was meeting the bare minimums with staffing at 50%, The manager reported that the DD remained current with all regulatory and health requirements, except as previously reported, cross-connection control testing was not being completed.

Five new services were added to the system in the previous period.

Over the previous period, the majority of required seasonal water meter testing had been completed but the crew responsible have yet to release the failure rates for the meters. Additionally, staff had begun the process of outfitting the Lew Curtis Annex.

8. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
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 board instructed the manager to compile a report for the next meeting outlining the districts expenditures as to legal and engineering costs related to this matter.
12. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(F) *discussion of confidential records* at 1813 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

13. The board came out of executive session at 1858 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous.
14. The board voted to authorize the Chairman to continue negotiations with the SIVC superintendent in order to reach a resolution to the SI water main issue.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.
15. **NEW MAINTENANCE GARAGE PROJECT** – The board tabled further discussion with regard to modifying the current building to fit the districts tractor/backhoe. Additionally, the manager was to contact *Dirigo Engineering* to ascertain if lightning rods should or need to be installed.
16. **RAIL REQUEST** –The manager provided the board with a question raised by Mr. Vernon Rail over the legality of discharging water through bleeders throughout the distribution system, during winter months in order to protect public health. The manager reported that he was researching the issue and had enlisted limited help with this matter from *Verrill Law*.
17. The meeting was adjourned at 1920 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.

END OF MINUTES