

23 February 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 9 FEBRUARY 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 26 February 2021.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
2. Approve Transactions for 25 January 2020 through 5 February 2021
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
3. **ADMINISTRATION** – The manager provided the board with Table 1 – *Boothbay Region Water District Cash Account Status Report as of 9 February 2021.*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 February 2021	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 240,789.78
Liquidity Total	\$ 265,789.78
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,338.19
Land Acquisition Fund	\$ 14.72
Capital Reinvestment Fund	\$ 131.24
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,651.27
EBB Upgrade 91-20	\$ 62,285.54
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 151,789.01
TOTAL CASH RESERVES	\$ 417,578.79

- a. **Vulnerability Assessment (VA) Update** –Nearing completion.

4. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(F) *discussion of confidential records* at 1803 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
5. The board came out of executive session at 1819 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
6. The board instructed the manager to investigate and arrange a cyber-security audit for the Boothbay Region Water District. The manager inquired if trustee Bellows would assist him with this undertaking to which he agreed.
7. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM: Nothing new to report.
8. **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 the previous day the district switched crews and remain at 50% manning. The manager then informed the board as to the status of COVID-19 vaccinations for staff, explaining that Maine had downgraded those working in the water industry, moving availability from Phase 1(a) to Phase 1(b) and then to Phase1(c), moving out their estimated time previously reported by the director of the Maine Drinking Water Program (DWP) from 1 February 2021 to 1 May 2021 for water professionals not already in another classification, to be eligible for vaccinations.
 - b. **BRWD & Teamsters Local #340 Contract Negotiations:** Vice-Chairman Climo briefed the board on a meeting held between he, the manager and Mr. Doug Currier J.D. *Verrill Law* in that it was determined that district staff covered under the union contract were still covered under the existing contract due to an automatic renewal clause and advised district management not to negotiate further until such time as the union alerts management with a written 120-day notice stating they would like to reopen the contract. Vice Chairman Climo informed the board that this was the position taken by the management negotiation team.
 - c. **Training Update** –On 2 February 2021, running through 4 February 2021, many employees, both on-duty and under quarantine, took advantage of training provided by the Maine Water Utilities Association (MWUA) during their virtual annual meeting. From all accounts the training was excellent and many valuable credit hours were gained.
9. **TREATMENT DIVISION (TD)** —The manager reported that 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 0.3485 MGD as compared to the same period in 2020 which averaged 0.3495 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 previous period Tank #2 was installed with the associated piping upgrade at 90% complete. Remaining is the completion of the build and hydrostatic testing. Treatment plant operator, Weston Alley anticipates having the project complete this week with an order for sodium silicate to be made by weeks end. The district’s current supply of sodium silicate is sufficient to make the month of February, possibly well into March so this project is coming together at the right time.
10. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was continuing to meet the bare minimum requirements since the previous report with staffing at 50%, We remain current with all regulatory and health requirements, except for cross-connection control testing.

The manager then reported that during the previous period all distribution staff were called in to shovel fire hydrants following recent snowstorms with all COVID-19 safety protocols followed. Work continued with outfitting the Lew Curtis Annex.

11. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that the next managers meeting would be held on 11 February 2021 in Wiscasset.
12. **LAND ACQUISITION UPDATE** – No change in status.
13. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status
14. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The board went into executive session pursuant to 1 M.R.S.A. §405(6)(F) *discussion of confidential records* at 1829 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
15. The board came out of executive session at 1904 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.
16. Vice Chairman Climo motioned that the district ceases all further negotiations with the SIVC and withdraw its petition with the Maine Public Utilities Commission (PUC).
Trustee Climo motioned, Trustee Bellows second, vote: Yea – Tibbetts, Bellows, Gamage, Climo. Nea – Blakeslee, Anthony, Tharpe
17. **NEW MAINTENANCE GARAGE PROJECT** – The manager presented to the board a copy of an analysis, previously requested by the board, with the regard to the methodology used in determining the new building did not need a lightening protection system. After review of the materials provided the board instructed the manager to obtain a cost estimate for a lightening protection system.

18. The meeting was adjourned at 1909 hr.
 - . *Trustee Climo motioned, Trustee Blakleslee second, vote: unanimous.*

END OF MINUTES