

23 March 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 9 MARCH 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 Ziegra, Manager. Guest: None Absent: None.

1. The board approved the minutes for 26 February 2021.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.*
2. Approve Transactions for 22 February 2020 through 5 March 2021  
*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 9 March 2021*. Since the previous report the manager reported the district had received three (3) new service applications.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 March 2021</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,080.70
Deposit Sweep Account	\$ 341,909.13
<b>Liquidity Total</b>	<b>\$ 366,989.83</b>
<b>DESIGNATED FUNDS</b>	
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
<b>Designated Fund Total</b>	<b>\$ 151,789.01</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 518,778.84</b>

- a. **26 February 2021 Trustee Inquiry** - Table 2 BRWD Digital Information Back-Up Plan

Table 2 BRWD Digital Information Back-up Plan				
Data	Data Type	Back-Up Frequency	Encrypted (Yes/No)	Back-Up Location
SCADA	Treatment Plant Archival Information	Real Time	No	On-site through Mirrored Machine
Northern Data	Customer Accounts	Twice Daily	Yes	Cloud - NJ
		Once Daily	Yes	Cloud - OH
General Records	Computer Records and Quickbooks	Once Daily	Yes	Cloud -ME

- b. **Vulnerability Assessment (VA)Update** –No change in status.
- c. **2020 Annual Financial Audit** – The manager reported that the field work for the audit was concluded on 27 February 2021. The auditors had high praise for both the Administrative Manager (AM) and the Customer Service Representative’s (CSR) performance, which had been duly noted for each of the above-mentioned employees upcoming personnel evaluations. As of that time the manager was unaware of any “red flag” issues and only one procedural issue noted, that being back-up staff for CSR. The AM could no-longer serve as the CSR back-up that per federal accounting rules. The manager informed the board that Utilities Technician, Troy Gauthier would begin training as the CSR backup shortly after seasonal turn-on is completed.
- d. **Cyber Security Audit** – The manager reported that as authorized, he had signed the contract with *CastleGarde* on 1 March 2021 with all waiver documents had been researched and executed. The manager then answered a question put to him by Trustee Bellows lows concerning confidentiality in which the contract specified that *CastleGarde* would neither take internal information from the site, nor leave any hardware or software once the audit was completed; only a confidential report will be generated with recommended actions, if any. This project was scheduled to begin 31 March 2021.

4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:

No change in status

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)**– As of the previous day the district came off of the “Blue-Gold” rotation with two individuals self-quarantined due to a bus driver with the COVID-19 virus potentially spreading the virus to their children. Both had received screening, and both were negative and were scheduled to return the following day.
  - b. **Training Update** –Safety training is on-hold until such time as all staff have had the opportunity for a vaccine.
6. **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 increased slightly to below average.

For the previous period finish water production once again ran under that registered in 2020 with the most recent totals averaging 0.3255 MGD as compared to the same period in 2020 which averaged 0.3544 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 remains 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.
7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD staffing was nearing 100% with attention turned to resurrecting the seasonal water system. The cross-connection control program was scheduled to resume 1 May 2021, after seasonal start-up had been completed. Likewise, Phase IV meter replacements had slowly begun to trickle out. Meter testing for seasonal water meters was nearing completion with a 10% failure rate.

Outfitting work of the Lew Curtis Annex continued.

8. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that the next meeting would be held the last week in March. The following is a report on current efforts.
  - a. **Regionalization** –The meeting with Edgecomb selectmen was in the process of being re-scheduled with no new date as of that time.
  - b. **PFAS & PFOA Legislation** – No change in status
  - c. **MRWA Legislative Committee** – No new bills would be introduced this session.
  - d. **PUC Deregulation** -The manager reported that he had been instructed by the other member utilities and the states trade organizations to put this effort on-hold indefinitely. The manager reported that Maine was an “absolute dominion” state, meaning if you own the land, you own the resources below it. However, due to the impending sale of *Poland Springs*, many out-of-state, radical organizations had a heavy presence in Maine. The manager explained that these organizations agenda included

the act of socializing the ownership and use of all water in Maine. These groups champion more legislation and governmental interference/tampering. To put int succinctly, the time was not right to begin the PUC deregulation discussion. This effort is on-hold until such time as a reasonable discussion could be held, free of out-of-state radicals.

9. **LAND ACQUISITION UPDATE** – No change in status.
10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status
11. **NEW MAINTENANCE GARAGE PROJECT** – The manager informed the board that he was still waiting for a lightening protection cost estimate. The manager then described an event that occurred on 2 March 2020 where moderate winds (39 mph) resulted in the loss of many shingles on the building. *Dirigo Engineering* and *Lajoie Bros.* responded on 3 March 2021, with both entities concluding that the problem originated from a poor install by the roofing sub-contractor. After that meeting the districts position was that the roof would be replaced in May 2021 under the direct supervision of *Lajoie Bros.* with a final inspection to be performed by *Dirigo Engineering*, at no-cost to the district.
12. The meeting was adjourned at 1835 hr.  
. *Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.*

END OF MINUTES