

13 April 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 23 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 Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager (AM) Absent: None.

1. The board approved the minutes for 9 March 2021.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.*
2. Approve Transactions for 8 March 2020 through 19 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 23 March 2021*. Since the previous report, the district had received one (1) new service application and added one (1) new year-round customer. 1 April 2021 billing for year-round customers had been tabulated with a value of \$66,560.17. The manager informed the board that the seasonal billing, scheduled to be released 1 April 2021 was still being tabulated and would be reported during the 13 April 2021 trustee meeting.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 23 March 2021</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 275,228.47
<b>Liquidity Total</b>	<b>\$ 300,228.47</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,338.50
Land Acquisition Fund	\$ 14.72
Capital Reinvestment Fund	\$ 131.25
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,652.06
EBB Upgrade 91-20	\$ 62,286.50
Bank of Maine Unemployment CD	\$ 17,295.00
<b>Designated Fund Total</b>	<b>\$ 151,791.08</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 452,019.55</b>

- a. **Vulnerability Assessment (VA) Update** –No change in status.
- b. **2020 Annual Financial Audit** – All of the components where the district is responsible for analyzing information for the annual Maine Public Utilities Commission (PUC) Report were reported to have been completed and submitted to the auditors for compilation. Unaccounted for water for 2020 was elevated from previous years coming in just under 10%. The manager suspected that this was due to the water main break on Middle Road had apparently been leaking for some time due to water erosion on some of the components removed during the incident. The district was on schedule to meet all the required PUC deadlines.
- c. **Cyber Security Audit** – On 4 March 2021 the manager reported that he had met with *Burgess* who was ready to handle the hardware component for this study. The start date had been pushed back by *CastleGarde* to 1 May 2021.
- d. **2020 Consumer Confidence Report (CCR)** – The 2020 CCR was reported to be complete on 22 March 2021 and had been distributed to the board awaiting approval. Trustee Tharp picked up on a non-factual addition to the report added in by the Maine Department of Health and Human Services and instructed the manager to investigate and obtain the proper language for the report and report back to the board.
- e. **Monthly Budget Performance Summary** – The AM provided the board with a report entitled *Boothbay Region Water District Budget Performance Summary through 28 February 2021*. After this thorough report the board was comfortable with the financial oversight and health of the district as of 28 February 2021.

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

a. **Land Conservation:**

- i. *Boothbay Region Clean Drinking Water Initiative: Forrest Bell, under contract, is working directly with group members to develop an action plan. Next meeting April 29.*
- ii. *Possible Land Acquisitions: The appraisal for Michael Sherman’s property is not attached but available (It’s a large file). Bottom line is an appraised value of \$39,000. We have provided the appraisal to Mr. Sherman. We wait for further information from Henry Rowe’s heirs (11-acre parcel in Knickerbocker Lake watershed.)*

- b. **Watershed Projects** - *Our application 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 has been successful. We expect to have a six-person team here for 3 weeks, beginning on June 28.*

*At the town’s request, we provided comments on the Food trucks/ice palace traffic mess. Comments are attached.*

*Dirigo is developing plans for improvements to Gaecklin Road, under our Phase III DEP 319 NPS remediation grant. This work will be completed this year or next – depending on town’s schedule. We expect them to do the work as that has been the agreement.*

- c. **Monitoring** - *We obtained a no motor exemption for water sampling on Adams Pond from Maine Inland Fish and Wildlife. John Orne and Weston Alley have begun modifying our new Jon boat for sampling (photo attached). The larger boat and in-bottom sampling port will greatly improve sampling safety.*

*Our monitoring report for the Hamrin property MNRCF grant has been approved by the Corps and DEP.*

- d. **Accident Response** - *I have been trying to get help on purchasing hard booms and obtaining training for their use in Adams Pond in response to an accident that causes a spill or vehicle that reaches the pond. My calls/emails to Lincoln County EMA have not found a response. Maine Drinking Water Program has suggested that EMA will respond better if this request comes from the Fire Chiefs/Local EMA. I'm looking for guidance on how to proceed.*

Chairman Gamage reported that he would be meeting with Lincoln County EMA the following week to investigate Lincoln County EMA's apparent non-response to the district and the need for a specification for hard boom so that the district could outfit the Boothbay Fire Department for response on Adams Pond Road.

- 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)** – No change in status.
  - b. **Training Update** – No change in status.
- 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 have increased to average.

The TD staff were completing the first quarter disinfection byproducts (DBP) testing as well as monthly bacteriological testing. Testing materials for seasonal start-up were reported to be in district possession.

For the previous period finish water production once again ran under that registered in 2020 with the most recent totals averaging 0.3259 MGD as compared to the same period in 2020 which averaged 0.3278 MGD.

Current raw water reserves improved with Adams Pond equaling 259.2 MG. The flashboards were installed on 19 March 2021 and Adams is beginning to fill.

- 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.

- b. **Adams Pond Environmental Monitoring Boat** – The district took delivery of the new environmental monitoring boat which was currently undergoing modifications performed by TD staff. The manager reported that a monitoring well was being installed with an estimated completion date of 26 March 2021 after which sea trials would be performed. If successful the boat should be in service as soon as the 8 horsepower, four stroke motor is delivered.
7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD had hit the ground running. Work on the Curtis Annex continued with much material already transferred to the building. DD staff had installed stairs to the mezzanine, begun installing shelves, was mid-installation of flammable lockers and lay-out for work benches was reported in-process.

The manager reported that an unprecedented amount of new service applications was continuing with many service applications held over from 2020 now being acted on. The manager believed that there would be a fair number of new services installed over the next month in preparation of the upcoming tourist season. Additionally, there had been a sharp uptick in Digsafe notifications over the previous period which indicated construction was picking up and would probably continue through the summer season.

- a. **Seasonal Water System Start-up Update** - Seasonal meter testing was ending with a full report to prepared for board inspection by the 13 April 2021 trustee meeting. The whiteboard projects regarding the seasonal system, as of this morning, had been completed with the system ready for flooding. The district’s annual order of Calcium Hypochlorite – “High Test Hypochlorite” (HTH) remained on back order but should be available before seasonal water system start-up.
  - b. **Seasonal Water Start-up Process Modification** – In light of the last two-years negotiations with the Squirrel Island Village Corporation (SIVC) starting this year, the district will ship the meters to SIVC for installation well before the 1 May deadline and will request from SIVC that instead of them storing the meters on the island, out of the care and custody of the district, that they be shipped to the district the third Friday of October, just after seasonal water shutdown. I will memorialize this in a letter to Rob Hopkins as well as discuss with him personally. The current arrangement does not allow the district to hold back meters for delinquent accounts which has been a problem in the past and this action should correct that problem.
8. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that he and the Distribution Foreman attended a Zoom meeting on 18 March 2021 wherein the contractor compiling the “5-Rivers Policies and Procedures” presented a progress report. The manager reported that there seemed to be much consensus on work practices by the member utilities. After discussion, the contractor reported that he would be compiling a list of differences wherein member utilities, during periodic updates to their Policies and Procedures could update certain policies to 5 Rivers standards.

A similar effort concerning a unified Terms and Conditions of Service (TOC) were also being completed or the 5 Rivers by Maine Rural Water Association (MRWA) staff. The unified TOC will have been already approved by the Maine Public Utilities Commission (PUC) before distributed to member utilities.

9. **LAND ACQUISITION UPDATE** – No change in status.

10. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status

11. The board noticed that the Zoom link required for the meeting had been lost, with the district attempting to reestablish contact with those trustees participating remotely and was therefore adjourned at 1930 hr.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager