

25 May 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 11 MAY 2021

The Board of Trustees convened at 1900 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 27 April 2021.
Trustee Anthony motioned, Trustee Tibbetts second, vote: Yea – Gamage, Climo, Tharpe, Anthony, Tibbetts, Bellows. Nea- none. Abstained – Blakeslee.
2. Approve Transactions for 26 April 2020 through 7 May 2021
Trustee Anthony 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 11 May 2021* Meter reading for the June billing has been completed with the final value unavailable. New service numbers are unavailable at that time.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 May 2021	
Account	Balance
Business Checking	\$ 16,846.41
Deposit Sweep Account	\$ 502,656.33
Liquidity Total	\$ 519,502.74
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,339.18
Land Acquisition Fund	\$ 14.72
Capital Reinvestment Fund	\$ 131.25
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,653.59
EBB Upgrade 91-20	\$ 62,288.58
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 151,795.37
TOTAL CASH RESERVES	\$ 671,298.11

- a. **Vulnerability Assessment (VA) Update** –No change in status.

- b. **Cyber Security Audit** – Although no official report had been received, the onsite work regarding SCADA security was now complete. The following statement was e-mailed to me by *Burgess Computers*:

Hey Jon, I had my exit review with CastleGarde and the penetration testing went really good for your network. There are some documents to review and items to address that we can review later but a quick bullet point: Sean was UNABLE to access the SCADA computer no matter what he did, that's a very good result.

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

- a. **Land Conservation** - *Purchase and sale agreements for the Rowe and Sherman properties have been signed. Loan application for Rowe is in the works. We expect to close on these properties by May 21.*

The Clean Drinking Water Initiative continues but we (Land Trust and BRWD) are also meeting separately with the non-profits (YMCA, CMBG, and Bigelow) involved to work out tangible projects that these groups can undertake now to support the long-range effort.

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I have begun conversations with the Land Trust about developing an MOA for future land purchases and also, how we may “transfer” at least some of BRWD current conservation property to BRLT for management.

- b. **Watershed** - *BRWD staff, with help from a few locals, completed our annual watershed cleanup around Adams Pond on May 6. We collected and disposed of just under 1,000 pounds of trash and the bonus was Weston discovered main leak.*

Boats and docks are in and lake water sampling will begin this week or next (weather and staff dependent).

- c. **Adams Pond Protection** - *I'm wondering if the Chairman had any success with obtaining hard boom specifications for Adams Pond.*

- 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 the most recent Customer Service Representative (CSR) had been discharged from duty on 6 May 2021. In addition, the current Assistant Distribution Foreman (ADF) resigned and was discharged from duty on 11 May 2021.

Recruitment for two (2) positions, to be installed within the Distribution Division (DD) was going well with staff acquiring candidates to submit applications. Interviews were tentatively scheduled for the week of 17 May 2021 and it was hoped job offers would be sent shortly thereafter.

- b. **Training Update** – The manager alerted the board that *Northern Data Systems* would be intensively training admin personnel beginning in the next few weeks in anticipation of unforeseen billing for training.
6. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency over the previous period remained 100% for both clarifier and filter performance. Key chemical additions had increased to 110% of average for the time of year, most likely due to recent rains.

For the previous period finish water production averaged 0.4548 MGD as compared to the same period in 2020 which averaged 0.4307 MGD.

Adams Pond remains at 100% capacity with flow slowing over the dam.

The board should be made aware that the TD was commended by me for their outstanding support of the TD during this year’s seasonal water turn-on.

- a. **Drought Report** – During the previous period, the Boothbay region remained in a D0 Drought (*Abnormally Dry*), with the drought spreading from 8% of the land mass statewide to 56% with only Aroostook County the only county completely in a drought free status.
7. **DISTRIBUTION DIVISION (DD)** – The manager presented the board a written report authored by the DD Distribution Foreman outlining DD activities during the previous period.

Distribution crew has been doing a lot of new services over the past few weeks. Sorry I don’t have an exact number. We replace 80’ of three inch main on the mainland side of Squirrel Island main, and 80’ of 6” HDPE sleeve across the rocks. The old stuff was worn through. We have made several repairs to the Massachusetts Rd seasonal 2” main due to construction. We moved a small section of 2” main on David’s Island due to an OBD replacement. Digsafe tickets are relentless this time of year. Job orders are heavy as well. We are still finding leaks from seasonal turn on, the worst one was on RT 27, a ¾” nipple had rotted away on an abandoned service none of us were aware of. It was discovered during the RT27 cleanup. Still trying to make a bit of headway in getting the new building organized, but that’s a slow process.

I would like to acknowledge (Assistant Distribution Foreman Simmons, Utilities Technicians Durgan & Timberlake) for holding this place together last week in my absence. As far as I can tell, they all did a great job!

8. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 11 May 2021 an emergency meeting of the group was held in Wiscasset. Both the state and federal infrastructure “stimulus” packages were focus of discussion.
- a. **Edgecomb Board of Selectmen** – The manager informed the board that both he and the superintendent of the Wiscasset Water District (WWD) would be meeting with the Edgecomb board of selectmen tentatively on 17 May 2021 to discuss the territory of Edgecomb to be added to the territorial limits of the WWD. This action was being done in accordance with laying out the regionalization vision of the council along with the Rt 1 & 27 corridors. Enhanced fire protection for Edgecomb would also be discussed as well as other benefits for the residents of Edgecomb if they were to join the WWD.

- b. **State and Federal Infrastructure Legislation** – The manager informed the board that the 5-Rivers Regional Water Council had been urged to put forth a regional placeholder with both USDA and Maine DWP for a “big splash” project in the event the proposed funding currently under consideration for both legislative packages come to fruition. The WWD, Great Salt Bay Sanitary District (GSBSD) and BRWD will be meeting on 12 May 2021 with *Dirigo Engineering* to dust off the BRWD Capital Improvement Plan and related long-term 5-Rivers planning documents in obtaining funding to develop the Rt 1 and Rt. 27 corridors as well as installing a new crossing over the Sheepscot River, upsizing to 16” to interconnect both GSBSD and the BRWD into the 5 Rivers grid. The manager stated that even if not fully funded, obtaining a grant for the Sheepscot River crossing would be considered a great win.

- 9. **LAND ACQUISITION UPDATE** –See 2 **NATURAL RESOURCES PROGRAM, (a) Land Acquisition**

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

- 11. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – The manager informed the board that he was developing bid documents for this Paygo Project and should have those ready for bid by mid-June. The manager informed the board that he intended to bid this project consistent with the previous Paygo Project completed in 2020.

- 12. **METER DOWNSIZE REQUEST – TOWN OF BOOTHBAY** – The manager presented to the board a meter downsize request submitted by the Town of Boothbay regarding the Village Restrooms located adjacent to the Boothbay Common from the current 2” water meter to a 1” water meter. The manager presented the board his analysis showing that this was acceptable while still maintaining public health. The board approved the meter downsize request.
Trustee Anthony motioned, Trustee Blakeslee second, vote: unanimous.

- 13. The meeting was adjourned at 1943 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTES