

8 June 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 25 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: Marcia Wilson, Administration Manager. Absent: None.

1. The board approved the minutes for 11 May 2021 with revisions.
Trustee Anthony motioned, Trustee Tibbetts second, vote: unanimous.
2. Approve Transactions for 10 May 2021 through 21 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*. Customer billing to be released on 1 June 2021 has a value of \$49,981.50. During the previous period, the district received five (5) new service applications and added three (3) new seasonal customers. Lastly, in accordance with the latest mandates issued by Maine Center for Disease Control (CDC) the administration office was re-opened to walk-up customers on 24 May 2021.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 May 2021	
Account	Balance
Business Checking	\$ 25,486.85
Deposit Sweep Account	\$ 724,958.06
Liquidity Total	\$ 750,444.91
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	\$ 902,240.28

- a. **Monthly Financial Status Report** – The AM presented to the board, a report outlining the districts financial performance as of 30 April 2021. The report showed a strong financial position of which the board had many questions and requests for clarification. The board inquired as to why both the land acquisition fund and capital reinvestment fund had received no transfers since the beginning of the year. After long and detailed discussion, the manager insured that \$300,000.00 would be deposited in the capital reinvestment fund by the 8 June 2021 trustee meeting and funds would be transferred in and out of the land acquisition fund to cover pending land purchases.
 - b. **Cyber Security Audits Update** – the manager reported that these efforts were moving forward with paperwork from the district still pending and dates for contractors to be on-site still being coordinated. No reports as of this time had been received.
4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:

- a. **Land conservation** - *We have closed on the Barry Sherman easement, should close today or tomorrow on the Michael Sherman property and await signed settlement documents from the Rowe family. We have submitted a loan application to the Drinking Water Program on the Rowe sale.*

I am working on a Maine Land Trust Network grant application for a coordinator for the Boothbay Region Clean Drinking Water Initiative. BRLT will be the applicant.

Nick Ullo and I met with the Schybergs, who own a 60-acre waterfront parcel on the western shore of Knickerbocker Lake (just north of CMBG and Y, about 40 acres is in Knickerbocker Lake watershed). The Schybergs are interested in selling the parcel and in conserving it. BRLT is taking the lead on this one.

- b. **Watershed** - *On Saturday, May 15, a vehicle left Route 27, hit a water main and tree, and burned within the Adams Pond buffer (across from Phil's lobster roll sign). The fire department responded and with the help of the spewing water main quickly extinguished the flames. When water district staff arrived, the car had already been towed from the scene. No fuel spills were observed; district crew repaired the water line and mulched bare soils. We got lucky again.*

Met with Dirigo Engineering and Boothbay Public Works to reach agreement on plans for Gaecklin Road improvements, which will be done under our 319 grant. The Town expects to complete the project in September. We will handle all PR and grant administration.

Trustee discussion then turned to the topic of guardrails along Adams Pond on Route 27 as a way to prevent vehicular traffic inadvertently entering Adams Pond and contaminating the water supply with petroleum, oil and lubricating (POL) products as well as other contaminants that may be on-board. The manager explained that this question had been raised at least two times in the past twenty years, once with the chairman of the board and the Maine Department of Transportation (DOT) meeting in-person to discuss the issue. The manager relayed that DOT has taken the position that by installing guardrails along Rt. 27, traffic safety would be actually create an undue safety hazard and due to the slope and other considerations, DOT would prefer any vehicle losing control to go off the road, landing adjacent or within Adams Pond. The board ordered the

manager to become familiarized with “Beam Rail” and ascertain if that could be installed on district property as a measure to keep vehicles from landing in the 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 following personnel actions have occurred since the previous meeting:
 - i. **Customer Service Representative** – On 17 May 2021 Mr. Troy Gauthier accepted a permanent transfer from the distribution division to the administration division to fill this position. As expected, he is grasping his new duties at a rate that exceeds all management expectations with feedback from customers, both internal and external, receiving the highest marks.
 - ii. **Utilities Technician** – On 21 May 2021 Mr. Hunter Arsenault, Boothbay Harbor accepted this position and is scheduled to begin service mid-June 2021.
 - iii. **Utilities Technician** – On 24 May 2021 Mr. Stephen Reny, Boothbay accepted this position and is scheduled to begin service mid-June 2021.
 - b. **Training Update** – Because of the abrupt recent personnel changes extensive training with the district’s billing and customer records software program administered by *Northern Data Systems* has been conducted requiring four-days of personalized, on-site training. During these training events, all calls to the district were redirected to our answering service causing minor consternation with some customers. This was unavoidable due to the nature, and cost, of the training. At this point in time there are plans for supplemental training, however there will be no further loss in continuity in customer communications with the district.
6. **TREATMENT DIVISION (TD)** —The manager reported remained 100% for both clarifier and filter performance. Key chemical additions remained at 110% of average for the time of year.

For the previous period finish water production averaged 0.6108 MGD, outpacing the same period in 2020 which averaged 0.5737 MGD.

Adams Pond has ceased discharging with 244 MG in reserve as compared to 249.2MG at 100% capacity.

- a. **Drought Report** – During the previous period, the Boothbay region remained in a D0 Drought (*Abnormally Dry*), with the drought encompassing 59% of the land mass statewide.

7. **DISTRIBUTION DIVISION (DD)** – The DD reported a serious focus on whiteboard projects with approximately 80% of the workload now addressed. Job orders where current with the volume now dropping to manageable levels. Preparations to replace the out-of-service hydrant located on along Rt. 96 in East Boothbay had been initiated. Because this hydrant is located on a state road, a state road opening permit had been applied and paid for. An additional fire hydrant located along King Phillips Trail in East Boothbay was found to be beyond repair and was currently out-of-service with preparations for this hydrant replacement being scheduled. All other work functions, including Digsafe notifications were up to date.
8. **5 RIVERS REGIONAL WATER COUNCIL** –All previously reported actions were pending. The next managers meeting is scheduled for 10 June 2021 in Topsham.
 - b. **Edgecomb Board of Selectmen Update** – The manager reported that the meeting with these selectmen was pushed back to 7 June 2021 at the request of the board. Both Chris Cossette, Superintendent, Wiscasset Water District, and I will be in attendance laying out an idea of expanding the WWD territory to include the town of Edgecomb, securing the Route 1 and 27 corridors for future regional expansion.
 - c. **State and Federal Infrastructure Legislation** – On 12 May 2021 both Chris and I met with *Dirigo Engineering* who has been tasked with preparing a 10,000 ft overview perspective for the expansion of infrastructure into the town of Edgecomb under pending legislative infrastructure bills with both the state and federal governments.
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** – On 13 May 2021 I met with *Dirigo Engineering* who I tasked with developing bid documents for this Paygo Project scheduled to be bid mid-June and start 7 September 2021. Field work for these bid documents has been completed and I expect the documents to be in hand shortly.
12. The meeting was adjourned at 1958 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous.

END OF MINUTES