

13 July 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 22 JUNE 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 Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager (AM). Absent: None.

1. The board approved the minutes for 8 June 2021.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.
2. Approve Transactions for 7 June 2021 through 18 June 2021
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.
3. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 22 June 2021*. Customer billing to be released on 1 July 2021 had a value of \$72,228.10. During the previous period, the district received seven (7) new service applications and added four (4) new seasonal services and one (1) new year-round customer. Seasonal disconnection notices were reported to have been disbursed to delinquent seasonal customers with termination of service for delinquent customers scheduled for 24 June 2021.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 June 2021	
Account	Balance
Business Checking	\$ 24,810.80
Deposit Sweep Account	\$ 391,567.67
Liquidity Total	\$ 416,378.47
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,339.53
Land Acquisition Fund	\$ 2,514.72
Capital Reinvestment Fund	\$ 300,131.25
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	\$ 454,295.72
TOTAL CASH RESERVES	\$ 870,674.19

- a. **District Financial Review as of 31 May 2021** – The AM provided the board with a financial review of district operations as of 31 May 2021. The report was thorough and complete to the trustee’s satisfaction.
- b. **Vulnerability Assessment** – The manager reported that this project had been completed and submitted to the United States Environmental Protection Agency (EPA), electronically, as required under federal law. Unfortunately, the government format was incompatible for printing a report that is succinct and usable for local districts. The manager reported that he was in the process of working through the nearly unusable product, of which the district was mandated to use to produce a report. That said, per federal guidelines, the district was in very good shape as far as “hardening” was concerned and it was the managers hope to have a summary report with recommendations for trustee review at the next meeting. Lastly, the manager reported that with the electronic submission the district remained in good standing regarding eligibility for federal grant funding.
- c. **Tyler Cyber Security Audits Update** – The *Tyler Tech* kick-off meeting was held on 10 June 2021. At present *Tyler Tech* is working through technical considerations with *Burgess* with a site visit to review physical security configurations, interview staff and perform on-site testing. That scheduling is in process with the AM the lead.
- d. **CastleGarde Report** – As directed, the manager had contacted *CastleGarde* to provide the district with a report that has no copywrite infringements. To date, no report has been submitted.

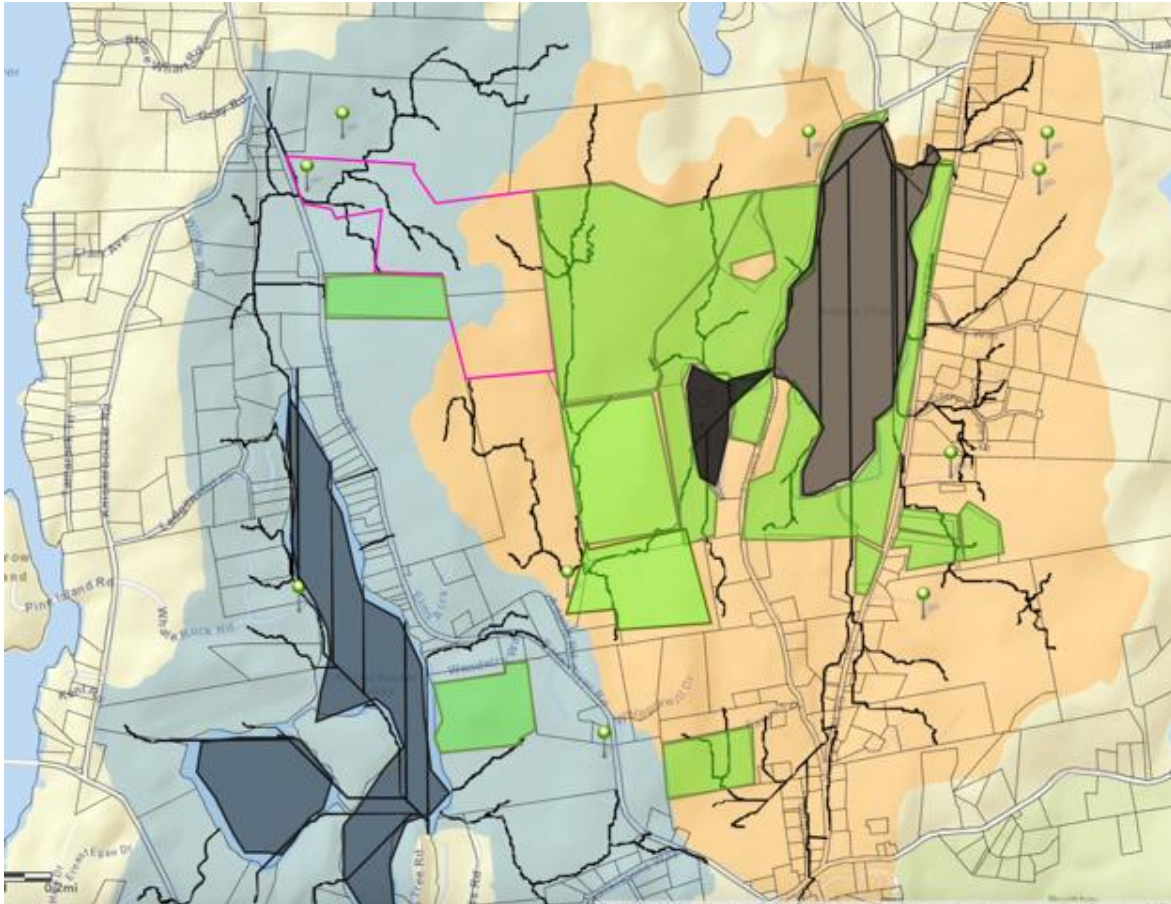
4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:

- a. **Land Conservation** - *Our Maine Municipal Bond Bank application for the Rowe property should be before their Board for approval in July.*

As a result of the Rowe property loan application, which required notification of all abutters, we have begun conservation conversations with David and Beverly McFarland, who own a high priority parcel, estimated at 60 acres, that abuts BRWD property at Hamrin and Clifford. See attached map.

We met last week with the Land Trust and CMBG. It is clear that under the present Director, CMBG will take a large role in advancing the goals of the drinking water conservation initiative. The Land Trust is fully a partner with us now on this watershed conservation effort.

- b. **Watershed** - *The Maine Conservation Corps Crew will begin their work to remove invasive plants from the Adams Pond wooded buffer behind the office. The crew will be here for 3 weeks and will be supported by BRWD staff, who have already removed several downed trees.*



McFarland property outlined in pink. Green shaded areas are BRWD owned. Adams Pond watershed outlined in orange; Knickerbocker Lake in blue. Dark lines are major streams. Pins are houses (only houses associated with properties of interest.)

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 requested an Executive Session pursuant to 1 M.R.S.A §405 (6) (A) *personnel matters*. Chairman Gamage tabled this request until the last item to be taken up by the board during that meeting.
 - b. **Training Update** – The AM was reported to be in the process of scheduling sexual harassment training and the manager was in the process of scheduling required safety training with a target of the end of July to complete both.

6. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained 100% for both clarifier and filter performance. Key chemical additions had dropped down to 10% below average for the time of year.

For the previous period, finish water production averaged 0.8362 MGD, coming in under that recorded for the same period in 2020 which averaged 0.8545 MGD. That said, peak demand was outpacing 2020 significantly with two (2) production days eclipsing 1MGD daily production. For comparison purposes last year, the 1MGD line was not crossed until 25 July

2020. For 2021, the 1 MGD threshold was crossed on 18 June 2021 with average production trending up significantly.

Adams Pond had ceased discharging with 229.2 MG in reserve and was reported to contain 92% usable capacity.

- a. **Drought Report** – During the previous period, the Boothbay region was downgraded to a D1 Drought (*Moderate Drought*), with the drought encompassing now 100% of the land mass statewide. Approximately 41 percent of the state is now experiencing a D1 Drought (*Moderate Drought*) with the remainder in D0 Drought (*Abnormally Dry*).
7. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD, now manned to 100% was taking on many lingering maintenance issues. That day the DD was replacing a fire hydrant identified during flushing operations to be unusable, located on Route 96 in East Boothbay with a second hydrant slated for upgrade on King Phillips Trail in East Boothbay as well. Fire hydrant removals also take place that week were located on Commercial Street Extension in Boothbay Harbor as well as an abandoned private hydrant in Ocean Point Marina. Both hydrants to be removed were redundant in that recent grid improvements.

Whiteboard projects continued at manageable levels. The cross-connection control plan will be reactivated at the end of the state of emergency as declared by the state of Maine. Lastly, a very direct focus of training new employees in all facets of distribution operations continued.

8. **5 RIVERS REGIONAL WATER COUNCIL** –The manager reported that on 10 June 2021 the most recent managers meeting was held in Topsham. The \$35M treatment plant for the Topsham Wellfield was now at 50% complete with discussion focused on a strategy for the presentation for the Edgecomb board of selectmen to be delivered this September. Legislative issues were reported to have quieted down, however major infrastructure funding was expected this fall from both state and federal sources.
9. **LAND ACQUISITION UPDATE** –See 4. **NATURAL RESOURCES PROGRAM, (a) Land Acquisition**.
10. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – Awaiting Bid Documents
11. **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT** - The manager reported that since the previous meeting, the district has been granted an easement for perpetual access to the private subdivision registered at the Lincoln County Registry of Deeds, received payment for district goods and services equaling \$24,718.13 as required, and as previously reported had an executed contract for water main installation by district personnel. The manager then recommended the board issue a “Notice to Proceed” for the proposed 600-ft, six-inch, high density polyethylene (HDPE) water main, including nine service taps and one fire hydrant to be placed at the discretion of the Southport Fire Chief. The board approved the measure. *Trustee Climo motioned, Trustee Anthony second, vote: unanimous.*
12. **LEW CURTIS ANNEX ROOF** –As directed, the manager reported that he had contacted *Dirigo Engineering* and directed them to inform *Lajoie Brothers Inc.* to cancel plans for in-situ correction of roof defects and have *Lajoie Brothers Inc.* see to it that the roof is replaced properly in its entirety. As of now no date for this repair has been provided to the district.

13. **INFRASTRUCTURE GRANT FUNDING** – The manager provided the board the following report pertaining to preparation for expected federal grant funding for water infrastructure, remaining consistent with the district’s current capital improvement plan.
 - a. **Ocean Point, Back Narrows, Montgomery Roads and Eastern Ave Water Main Project** - This project is to increase fire flows in Boothbay Harbor and Southport as well as eliminate chronic pressure issues in the northern portions of Boothbay Harbor. The manager reported he had been working with *Dirigo Engineering* to develop a Preliminary Engineering Report to be presented to the United States Department of Agriculture, Rural Development (RD) on 1 October 2021, at the request of RD officials, to maximize grant allocation. Current fixed interest rates through RD were 1.88% with 25% to 45% grant allocation targeted. The total amount to be requested to complete the project was \$4,010,000.00. This placeholder was reported “ready to launch”.
 - b. **Route 27 Corridor Water Main Project** – The manager reported that he and the superintendent of the Wiscasset Water District were in the process of producing a preliminary engineering report for a regional concept project, identified in both the districts capital improvement plans as well as the 5-Rivers capital investment plan. The engineering report, any subsequent grant or congressional discretionary funding would be supported by not only the two water districts but the Maine Rural Water Association, attempting to secure funding from the expected federal infrastructure bill. Again, the goal was to put this project first in-line and had a total value of approximately \$26,000,000.00.

14. **ADMINISTRATION BUILDING UPGRADE** – Trustee Tibbetts proposed that the district administration building be upgraded with a heat pump system. He then went on to inform the board and staff that the five window mounted air conditioners were expensive to run and disruptive to operations. Trustee Anthony supported this proposal stating the energy savings alone would greatly reduce costs with a quick “pay back” for the investment. The board concurred and instructed the manager to report back with a proposal for ratification by the board.

15. The board went into Executive Session pursuant to 1 M.R.S.A §405 (6) (A) *personnel matters* at 1944 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.

16. The board came out of Executive Session at 1955 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

17. The meeting was adjourned at 1956 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.

END OF MINUTES

PAGE LEFT INTENTIONALLY BLANK