

27 July 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 13 JULY 2021

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Tharpe, At-Large (Treasurer).

1. The board approved the minutes for 22 June 2021.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*
2. Approve Transactions for 21 June 2021 through 9 July 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 13 July 2021*. During the previous period the district has received an additional ten (10) new service applications, eight (8) being seasonal services and two (2) being year-round. Additionally, during the previous period the district added five (5) new seasonal customers. The August billing was still being tabulated and would be presented to the board at the next meeting.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 July 2021</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,160.00
Deposit Sweep Account	\$ 334,705.56
<b>Liquidity Total</b>	<b>\$ 359,865.56</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,339.86
Land Acquisition Fund	\$ 2,514.75
Capital Reinvestment Fund	\$ 300,135.86
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,654.39
EBB Upgrade 91-20	\$ 62,290.66
Bank of Maine Unemployment CD	\$ 17,326.04
<b>Designated Fund Total</b>	<b>\$ 454,334.61</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 814,200.17</b>

- a. **Tyler Cyber Security Audits Update** – Since the previous meeting a conference was held on 9 July 2021 with the final interview with *Tyler Technologies* scheduled for that day. The manager reported that at this point discussion pertained to *Burgess* and *Tyler Technologies* concerning protocols. *Tyler Technologies* reports a non-copywritten report will be available for trustee consideration by months end.
  - b. **CastleGarde Report** –No change in status.
- 4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRRPM:
  - a. **Land Conservation** - *Our Maine Municipal Bond Bank application for the Rowe property will be before the Bond Bank Board for approval this month. Once the MMBB has approved, we will apply for PUC approval – the last step.*

*The McFarlands (60 acre high-priority parcel in Knickerbocker Lake watershed) have engaged a surveyor, so this conservation process is moving forward.*

*The Boothbay Region Clean Drinking Water Initiative meets next Monday.*
  - b. **Watershed** - *Construction plans for the Gaecklin Road project (319 grant) are in hand and await DEP approval. The Town of Boothbay has begun roadside clearing and will begin work once plans are approved.*

*The Maine Conservation Corps Crew has been a hard-working, skilled, and amiable crew. They have cleared the dense invasives from about a 5-acre parcel along Adams Pond so far. They will continue their work through this week. The new tractor has been an amazing tool for this work. See Boothbay Register article here: <https://www.boothbayregister.com/article/uprooting-invasives-adams-pond/148966>*

*We have applied to the Maine Forest Service for an Invasive Plant Management Plan grant. If approved, the Forest Service would cover 50% of the cost of developing the plan. Rebecca Jacobs, Knox Lincoln County Soil and Water Conservation District, has agreed to draft the plan for us and will be here on July 29. Once we have an approved plan, we will be eligible to apply for invasive plant control treatment grants.*

*The near 3-inch rain last Friday had a positive effect on pond water levels but also caused a clear decline in water clarity. Turbidity was up about a third in both lakes.*
  - c. **Emergency Response** – On 14 July 2021 the manager will be meeting with the chairman and the Maine Department of Environmental Protection (DEP) to discuss the response to petroleum, oil and lubricant (POL) events that may happen within the water sources of the district, procurement of hard-boom and future training needs and availability to train staff for rapid response to contain spills, primarily needed because of the proximity of Route 27 and 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 all was well, with morale and productivity again on the rise. District personnel would be attending a team-building exercise, off-site, on 14 July 2021, in part to thank the Maine Conservation Corp and to regroup after recent staff turnover and turmoil. The exercise would be from 1200 hr. to 1600 hr. with the business office to be closed during that time.
  - b. **Teamster Local #340** – On 14 July 2021 Mr. Brett Miller, President, Teamster Local #340 has requested a meeting with the manager to discuss recent personnel actions, “and other stuff”, at 0900hr. I have alerted Mr. Doug Currier, J.D., *Verrill Law* who requested a report shortly after the meeting so that Mr. Millers concerns, if any, could be addressed in the most expeditious of manner.
  - c. **Training Update** – The following efforts have occurred since the previous meeting.
    - i. **Sexual Harassment Training** – By months end all staff must take on-line sexual harassment training as specified by the Administrative Manager (AM). For non-supervisors the training length is 1-hour and for supervisors, a class with a length of 2-hours had been mandated for compliance.
    - ii. **How to Comply with Maine Public Utilities Commission (PUC) Training** – This private training course had been coordinated with the Maine Rural Water Association (MRWA) to quickly bring the AM and the customer service representative (CSR) up-to-speed with requirements forced on water districts by the PUC as well as providing a solid knowledge foundation for customer interactions and accounting.
    - iii. **Safety Training** – Still being coordinated.
  
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 about 30% above average for the time of year due to recent rain events.

For the previous period, finish water production averaged 0.8231 MGD, coming in over that recorded for the same period in 2020 which averaged 0.7379 MGD.

Recent rainfall of 2.85” allowed Adams Pond to rebound 11.9” now containing 244.0 MG in reserve and is now at 98% usable capacity. Knickerbocker Lake has rebounded 8.7” and is now at 100%+ capacity.

- a. **Drought Report** – During the previous period, the Boothbay region remains in a D1 Drought (*Moderate Drought*), with the drought encompassing now 100% of the land mass statewide. Approximately 33% percent of the state is now experiencing a D1 Drought (*Moderate Drought*), 30% D0 Drought (*Abnormally Dry*) and 37% of the state in D2 Drought (*Severe Drought*).

- b. **Knickerbocker Lake Withdrawals** – The manager explained that with the recent increase in water reserves the pressure to exploit Knickerbocker Lake had lessened. The revised plan to begin Knickerbocker Lake withdrawals has been pushed back one-week and will begin on 20 July 2021.
7. **DISTRIBUTION DIVISION (DD)** – The manager reported that many new services are hung up because of the Maine Department of Transportation (DOT), could not turnover state road opening permits in a timely fashion, with seven (7) permits pending. The manager reported that DD supervisors were becoming mired down with the inordinate quantity of cost estimates submitted for action by the district.

DD staff were currently working on a looping project between Appalachee Rd and Harris Point Rd., both located in Boothbay Harbor. This action was necessitated by a previously undecided seasonal water main location wherein a home is being built on a piece of land a water main existed without an easement. This effort will require a new easement from a sympathetic neighbor and so far, this poor main location – caused no acrimony with customers or neighbors.

- a. **West Street (Boothbay Harbor) Water Main Break** – On 2 July 2021 DD responded to and repaired a circular water main break on the West Street 8” Cast Iron water main. The break was corrected during normal work hours and remains unpaved until the next pavement order.
  - b. **Lobster Cove Road (Boothbay Harbor) Water Main Break** – On 13 July 2021 the DD responded to a yet another water main break Lobster Cove Road in Boothbay Harbor. Nothing additional to report at this time.
8. **5 RIVERS REGIONAL WATER COUNCIL** –Nothing new to report
9. **LAND ACQUISITION UPDATE** –See 4. **NATURAL RESOURCES PROGRAM, (a) Land Acquisition**.
10. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – Bid documents were distributed on 8 July 2021 with a bid opening date on 10 August 2021 at the regular trustees meeting.
11. **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT** - Nothing new to report
- LEW CURTIS ANNEX ROOF** – The manager reported that he had instructed *Dirigo Engineering* to inform *Lajoie Brothers Inc.* to execute corrective actions as specified earlier or face legal action. They had until 23 July 2021 to respond.
12. **INFRASTRUCTURE GRANTS** – Nothing new to report
13. **CAMERON POINT SEASONAL WATER MAINS** – Attached is a copy of the districts workplan to correct valving issues and create a redundant loop in Southport. This project will be undertaken this upcoming fall/spring requiring only one easement to complete.
14. The board went into Executive Session pursuant to 1 M.R.S.A §405 (6) (F) *discussion of confidential records* at 1931 hr.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*

15. The board came out of Executive Session at 1951 hr.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*
16. The meeting was adjourned at 1955 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.*

END OF MINUTES

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