

10 August 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 27 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: Marcia Wilson, Administrative Manager. Absent: Trustee Tharpe, At-Large (Treasurer).

1. The board approved the minutes for 13 July 2021.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous.
2. Approve Transactions for 12 July 2021 through 23 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 27 July 2021*. During the previous period the district had received an additional three (3) new service applications, two (2) being seasonal services and one (1) being year-round. During the previous period the district added two (2) new seasonal customers. The billing to be released 1 August 2021 had a reported value of \$458,511.40. On 26 July 2021 the district received six (6) state road opening permits from the Maine Department of Transportation (DOT) and were currently being scheduled for installation.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 27 July 2021	
Account	Balance
Business Checking	\$ 26,076.05
Deposit Sweep Account	\$ 152,911.44
Liquidity Total	\$ 178,987.49
DESIGNATED FUNDS	
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
Designated Fund Total	\$ 454,334.61
TOTAL CASH RESERVES	\$ 633,322.10

- a. **Tyler Cyber Security Audits Update** – No change in status
 - b. **Terms and Condition of Service Revision #4** – The manager presented the board with a revised draft of the Terms and Conditions of Service (TCS), required by, and approved by, the Maine Public Utilities Commission (PUC) relating to financial and operating rules with the district customers. This revision would, once approved by the board and then PUC, replace the existing TCS issued in 2011. Most notably, procedures for dealing with offshore islands, preservation of water emergency rights of the board of trustees, and a fee schedule update were of most interest. The board was asked to review and share any comments but was cautioned that the language was very specific and must comply with not only PUC regulations but recent case law as well. No further action was taken by the board.
4. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the NRPM:
- a. **Land Conservation** - *We have encountered a couple of snags in the Maine Municipal Bond loan application for the Rowe property. The Board did not meet in July, so our application was not considered. Meanwhile Greg Connors, who was handling this application, has left for another position and has been replaced by a new hire. So, a bit of a setback timing wise, but the new employee says she hopes to have our application before the Bond Bank Board at the end of August.*

Our (BRLT submitted grant; we wrote it) grant application for a coordinator for the Boothbay Region Clean Drinking Water Initiative has been approved. BRLT will manage the grant and position.
 - c. **Watershed** - *DEP requested a few changes in the Gaecklin Road work plans and those have been successfully completed. The changes require consultation with one property owner. Still on track for this project being completed in fall 2021.*

Our application to the Maine Forest Service for an Invasive Plant Management Plan grant has been approved. I met with Rebecca Jacobs, Knox Lincoln County Soil and Water Conservation District, on Friday. She and her Americorps volunteers will be here in August to survey BRWD property adjacent to Adams Pond and will prepare a management plan for this area. Once we have an approved plan, we will be eligible to apply for invasive plant control treatment grants.

We have received 'NO ATV' signs and ordered boundary markers for posting BRWD property adjacent to Adams Pond, particularly Hamrin and Clifford acquisitions.
 - b. **Emergency Response** – On 14 July 2021 the manager met with the Chairman Gamage, Lincoln County Emergency Management (EMA) and a Maine Department of Environmental Protection (DEP) to discuss oil spill response, hard-boom acquisition and training. The meeting was quite productive. Presently we are working on coordinating training through EMA, which will commence shortly after boom acquisition. The DEP specified “12” Skirt, Elastec – Simplex Boom” Since that meeting I have made an inquiry to purchase 1,000-feet of hard boom and am awaiting a quote.

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)** – On 14 July 2021 a team building exercise was held to very positive affect for both morale and subsequent productivity.
 - b. **Teamster Local #340** – On 14 July 2021 I met with Mr. Brett Miller, President, Teamster Local #340 to discuss recent personnel actions taken by me. Mr. Miller stated that even though all of the documentation was consistent with the collective bargaining agreement, but he would be submitting a severance package for a recently discharged employee. In addition, Mr. Miller indicated that he shared the same desire as management to begin negotiations sooner rather than later. Upon completion of the meeting the manager informed the board that he made a full report to Vice-Chairman Climo as well as Mr. Doug Currier, J.D., *Verrill Law*. Upon instruction of the Vice-Chairman, the manager instructed Mr. Currier to contact Mr. Miller so that negotiations can begin as early as possible for the 2022 labor contract.
 - c. **Training Update** – Previously reported training efforts are in process.
6. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency over the previous period dropped off significantly with filter performance now at 80% efficiency and clarifier efficiency at 91%. The reason for this abrupt drop off was due to switching from Adams Pond to Knickerbocker Lake for raw water supply and the obvious fact that Knickerbocker water was of poor quality. Key chemical additions remain about 30% above average for the time of year.

For the previous period, finish water production averaged 0.8141 MGD, coming in under that recorded for the same period in 2020 which averaged 0.9047 MGD.

Adams Pond to rebounded to 100% usable capacity. Knickerbocker Lake remains at 100%+ capacity.

- a. **Drought Report** – Recent rains have eliminated the drought on the Boothbay peninsula
- b. **Knickerbocker Lake Withdrawals** – On 22 July 2021 the district switched to Knickerbocker Lake for peak season withdrawals. Table 2 – *Boothbay Region Water District 2021 Knickerbocker Lake Water Withdrawal Report* lists water withdrawals through the most recent Sunday.

Table 2			
Boothbay Region Water District			
2021 Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
22-Jul-21	25-Jul-21	3,578,800	47,921,200
Total Withdrawn		3,578,800	47,921,200

7. **DISTRIBUTION DIVISION (DD)** – The manager reported with the release of the road opening permits by the DOT, currently the CSR was scheduling service taps with three already in the chute. The DD was reported to be current with job orders and other commitments with no main breaks reported in the previous period. Since the previous meeting the district had caught up on all paving commitments with no road openings under the responsibility of the district at this time. Lastly, the district cross-connection control program would resume after 16-months of hiatus, on 1 August 2021.
8. **5 RIVERS REGIONAL WATER COUNCIL** –Nothing new to report
9. **LAND ACQUISITION UPDATE** –See 17 **NATURAL RESOURCES PROGRAM**, (a) **Land Acquisition**.
10. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – Bid Opening 10 August 2021.
11. **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT** - Nothing new to report, awaiting supplies
12. **LEW CURTIS ANNEX ROOF** – Date for replacement to be determined.
13. **INFRASTRUCTURE GRANTS** – Nothing new to report
14. **CAMERON POINT SEASONAL WATER MAINS** – Nothing new to report
15. The meeting was adjourned at 1948 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.

END OF MINUTES

