

24 August 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 10 AUGUST 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 Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Mr. Eric Wood, E.M. Wood Construction. Absent: Trustee Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor.

1. **BID OPENING** - Chairman Gamage opened bids for services assisting the district to complete the *Rice Road Water Main Replacement Project*. One bid was received from *E.M. Wood Construction* for \$132,900.00. The board authorized the manager to enter a contract with *E.M. Wood Construction* upon a successful review of the bid proposal.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*
2. The board approved the minutes for 27 July 2021.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.*
3. Approve Transactions for 26 July 2021 through 6 August 2021.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.*
4. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 10 August 2021*. During the previous period the district had received an additional two (2) new service applications, both being seasonal services. During the previous period the district added two (2) new seasonal customers and two (2) new year-round customers. The billing to be released 1 September 2021 had not been tabulated but would be included in the next report. The board was informed that forty-nine (49) 14-day disconnect notices went out earlier that day.
  - a. **Tyler Cyber Security Audits Update** – The Manager reported that the final draft document should be ready for trustee review by the next meeting. The manager informed the board that the Administrative Manager (AM) had lead on this effort and would provide the board a full report at the 24 August 2021 trustee meeting.
  - b. **Terms and Condition of Service (TCS) Revision #4** –The manager reported that staff had received one trustee comment from Trustee Bellows expressing his concern over the methodology used in determining the billable jobbing rates. Upon investigation his numbers, approximately \$78/hour seemed to be correct as verified by both staff and the district’s auditors. The district’s sub-contractor, *Maine Rural Water Association (MRWA)* was not of the same opinion stating, “this is the way we have always done it”. The manager informed the board that at the next meeting, staff would make more realistic recommendations to the board concerning billable rates.

The town of Southport had been added to the TCS, Lower billable rates should not be a problem to have incorporated.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 August 2021	
Account	Balance
Business Checking	\$ 39,314.74
Deposit Sweep Account	\$ 148,030.01
<b>Liquidity Total</b>	<b>\$ 187,344.75</b>
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,340.21
Land Acquisition Fund	\$ 2,514.80
Capital Reinvestment Fund	\$ 300,140.96
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,655.92
EBB Upgrade 91-20	\$ 62,291.72
Bank of Maine Unemployment CD	\$ 17,326.04
<b>Designated Fund Total</b>	<b>\$ 454,342.70</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 641,687.45</b>

5. **NATURAL RESOURCES PROGRAM** – The following report was submitted by the manager in that the Natural Resource Program Manager (NRPM) was on a well-deserved vacation:
- a. **Knickerbocker Lake Association (KLA) Annual Meeting** – On 7 August 2021 the NRPM and manager attended the annual KLA meeting. The manager reported that it was a good time, with many relevant and cogent questions asked of the district and with the answers well received.
  - b. **Hard Boom** – The manager provided the board with a quote from the approved vendor, as suggested by the Maine Department of Environmental Protection (DEP) for 1,000-feet of 12” hard boom. The total quote cost is \$11,477.00. The board approved the purchase of the hard boom.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*
- The manager then discussed Lincoln County’s impending purchase of ping pong balls for a simulated oil spill drill on Adams Pond in Boothbay as well as a joint exercise between staff, local fire departments, DEP and EMA. Modifications to district watercraft were in the design and construction phase for
6. **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)** – Nothing new to report.
  - b. **Teamster Local #340** – Nothing new to report.

- c. **Training Update** – The manager reported that on 12 August 2021, the majority of staff would be attending the Maine Water Utilities Association training session and picnic which would be held at the former Naval Air Station Brunswick. This year there will be several concurrent sessions, early on, for training, consisting of mostly demos of new technology but all eligible for CEU’s. Also at this event would be the annual picnic/lobster bake. The district would remain open with management and supervisors providing coverage.
  - d. **Mud Dogs** – The manager informed the board of the following: “This year WE WILL WIN, the Maine State Pipe Tapping competition to be held at the gathering described above. This year the “Mud Dogs” lineup, coached by John Orne, the Bill Belichick of pipe tapping, includes Arron Durgan on the tapping machine, rookie Hunter Arsenaault the service man and “THE BEAST”, Weston Alley, cranking the handle. Pretty formidable team on paper! I really want to win this so I can shove it up the patootie of Kennebec’s superintendent, Roger Crouse... Sorry folks it is not always about work!!!!”
7. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency over the previous period remained poor with filter performance at 80% efficiency and clarifier efficiency at 91%. Key chemical additions remain about 30% above average for the time of year.

For the previous period, finish water production averaged 0.8542 MGD, coming in under that recorded for the same period in 2020 which averaged 1.0062 MGD.

Both Adams Pond and Knickerbocker Lake remained at 100%+ capacity.

- a. **Knickerbocker Lake Withdrawals** – Table 2 – *Boothbay Region Water District 2021 Knickerbocker Lake Water Withdrawal Report* lists water withdrawals through the most recent Sunday.

<b>Table 2</b>			
<b>Boothbay Region Water District</b>			
<b>2021 Knickerbocker Lake Water Withdrawal Report</b>			
<b>Start Date</b>	<b>End Date</b>	<b>Gallons Pumped</b>	<b>Gallons Remaining</b>
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
22-Jul-21	25-Jul-21	3,578,800	47,921,200
26-Jul-21	1-Aug-21	6,008,200	41,913,000
2-Aug-21	8-Aug-21	6,222,700	35,690,300
<b>Total Withdrawn</b>		<b>15,809,700</b>	<b>35,690,300</b>

- a. **Heat Pump for Administration Building** – After contacting a rather lengthy list of contractors, thus far only *Scott Yereance* and *Mechanical Services* had made sight visits and were currently putting together quotes.
  - b. **Security** – The manager reported that the district was still awaiting a quote from *Cunningham Security* for work identified per a confidential report the previous month and as ordered by the board of trustees.
- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD was current with job orders and successfully re-started the district’s cross-connection control program. No main breaks were reported in the previous period, but road cuts had occurred, with the August paving order steadily climbing. Much effort had taken place with new construction projects that would be reported on below.
- 9. **5 RIVERS REGIONAL WATER COUNCIL** –The next meeting was being scheduled as of now with the legislative front starting to pick-up speed.
- 10. **LAND ACQUISITION UPDATE** –Nothing new to report
- 11. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** – See 1. **BID OPENING.**
- 12. **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT** – The manager provided a report that since the previous meeting all materials for this project had been received with the DD working on welding pipe into sections for installation. The tap and sleeve and valve would be installed on 12 August 2021 with pipe installation to begin shortly thereafter.
- 13. **LEW CURTIS ANNEX ROOF** – Date for replacement to be determined.
- 14. **INFRASTRUCTURE GRANTS** – Nothing new to report
- 15. **CAMERON POINT SEASONAL WATER MAINS** – Nothing new to report
- 16. The meeting was adjourned at 1934 hr.  
*Trustee Climo motioned, Trustee Bellows second, vote: unanimous.*

END OF MINUTES

