

14 September 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 24 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 Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Ms. Marcia Wilson, Administrative Manager. Absent: Trustee Tharpe, At-Large (Treasurer); Trustee Blakeslee, Boothbay Harbor.

1. The board approved the minutes for 10 August 2021.
Trustee Anthony motioned, Trustee Tibbetts second, vote: unanimous.
2. The board approved the payroll of 10 August 2021 & 17 August 2021
Trustee Anthony motioned, Trustee Tibbetts second, vote: unanimous.
3. Approve Transactions 9 August 2021 through 20 August 2021.
Trustee Anthony motioned, Trustee Tibbetts second, vote: unanimous.
4. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(F) *discussion of confidential records* at 1907 hr.
Trustee Bellows motioned, Trustee Tibbetts second, vote: unanimous.
5. The board came out of executive at 1912 hr.
Trustee Anthony motioned, Trustee Bellows second, vote: unanimous.
6. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 24 August 2021*. During the previous period the district had received an additional one (1) new year-round service application and added one (1) new seasonal customer. The billing to be released 1 September 2021 had a value of \$66,592.15.
 - a. **Terms and Condition of Service Revision #4** – The AM and manager provided the board with revisions to the original draft as well as methodology used in making said revisions. The board discussed the revisions extensively and authorized staff to submit the revised terms and conditions of service to the Maine Public Utilities Commission (PUC) for action and the board authorized a new “jobbing hourly rate for labor.” raising the current rate enacted in 2011, of \$50.00/hour a new \$85.25/hour to only cover costs. .
Trustee Anthony motioned, Trustee Bellows second, vote: unanimous.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 August 2021	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 243,210.64
Liquidity Total	\$ 268,210.64
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
Designated Fund Total	\$ 454,342.70
TOTAL CASH RESERVES	\$ 722,553.34

7. **NATURAL RESOURCES PROGRAM** – The following report was submitted, in writing by the Natural Resource Program Manager (NRPM)

a. **Land Conservation** -

Our Maine Municipal Bond loan application for the Rowe property should be before their Board this week.

There was no response to the advertisement for a Boothbay Region Clean Drinking Water Initiative Coordinator. Nick Ullo is looking into other avenues for advertising the position. If anyone on the Board knows of any potential candidates, please let me know. It would be an intermittent, part-time position so perfect for a skilled retiree.

The McFarland property in the Knickerbocker Lake watershed is being surveyed. This property is one of our highest priorities and is on track for conservation in 2022.

The Schyberg property, waterfront on western shore of Knickerbocker Lake, may not work out as hoped. The landowner is seeking a very high price for the property. The Land Trust has the lead on this one.

Jeannie Hamrin has asked the district if it has any interest in her remaining 3-acre property on Adams Pond Road (BRWD purchased 70-acre forested portion in 2015). At an estimated \$500,000 price tag, it would not be a good deal for the district or watershed conservation.

b. **Watershed-**

Gaecklin Road project construction is on track. The DEP grant administrator will be here on August 30 for a site visit – both construction and office. They hope to complete road construction/ditches/stormwater work by second week of September. It looks like the Town will hire Crooker for final paving. Press release attached.

Rebecca Jacobs, Knox Lincoln County Soil and Water Conservation District and her Americorps volunteers will be here on August 31 to survey/map invasive plants on BRWD property adjacent to Adams Pond. They will prepare a management plan for this area, pursuant to a grant we received from Forest Service. Once we have an approved plan, we will be eligible to apply for invasive plant control treatment grants.

Jon and I attended the annual Knickerbocker Lake Association meeting. We shared information and had good discussions with the attendees.

We met with two Knickerbocker Lake waterfront property owners to discuss possible lake-friendly grants for property improvements.

c. **Water Quality** - Routine water quality monitoring has been ongoing (twice monthly). Alex Wong and Kate Warner of Maine Rural Water will be here on Thursday to look at algae populations, with a particular focus on toxic algae. This is a part of a long-term, statewide project.

8. **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 annual safety training and initial safety training for new employees would be held on 26 August 2021 with possible additional dates for make-up and further training required. Additionally, staff was coordinating Class I & II Distribution Operator Training for licensure of the two new employees as well as Cross-Connection Control Tester training. Both available dates would be later in the fall with the cross-connection tester training possibly requiring both new employees to travel to the New England Water Works Association (NEWWA) Training Center in Holliston, MA.

Additionally on 25 August 2021 treatment staff and the NRPM will be attending Water Resources Training provided by the Maine Department of Environmental Protection (DEP)

d. **Mud Dogs** – The manager related a funny story; the “Mud Dogs” were up first in the 2021 Maine State Pipe Tapping Competition and cruising to an excellent time. Weston Alley, treatment plant operator, was pulling for all he was worth on the tapping handle creating maximum torque on the pipe stand holding the six-inch ductile iron pipe to be tapped, wherein the force being created by Mr. Alley sheared the pipe off of the pipe stand, thus ending the competition before it really started. The competition was postponed until this fall where it will be held in Gardiner at the *E. J. Prescott* (EJP) headquarters.

9. **TREATMENT DIVISION (TD)** —The manager reported filter train efficiency over the previous period remained poor, but slightly improved, with filter performance registering at 83% efficiency and clarifier efficiency remaining at 91%. Key chemical additions remained high, increasing to 60% above average for the time of year.

For the previous period, finish water production averaged 0.8004 MGD, coming in under that recorded for the same period in 2020 which averaged 0.8454 MGD.

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

- a. **Knickerbocker Lake Withdrawals** – The manager presented the board with Table 2 – *Boothbay Region Water District 2021 Knickerbocker Lake Water Withdrawal Report* which listed water withdrawals through the most recent Sunday. As of that day, the district had suspending withdrawals from Knickerbocker Lake due to the poor water quality as related to its treatability, high cost for treatment, taste and odor problems and unusually abundant water supply in Adams Pond for the time of year. The manager stated that the district had over 18MG of usable reserve in Knickerbocker Lake should the district need to return to this source later in the year.

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
26-Jul-21	1-Aug-21	6,008,200	41,913,000
2-Aug-21	8-Aug-21	6,222,700	35,690,300
9-Aug-21	15-Aug-21	6,919,800	28,770,500
16-Aug-21	22-Aug-21	6,362,700	22,407,800
Total Withdrawn		29,092,200	22,407,800

- b. **Heat Pump for Administration Building** – The manager reported that the district had received two proposals with an additional proposal in-process. The manager informed the board that he would be presenting the board with our findings at the 14 September 2021 trustee meeting for board consideration.
- c. **Security** – Because of technical issues regarding the scope of this board request, *Cunningham Security* was still working on a quote for board consideration.

- d. **Mag Meter Testing** – The manager informed the board that during the previous period, the districts mag meters received their annual inspection and calibration performed by *Sullivan and Associates*. Chairman Gamage inquired of the manager the importance of this action. The manager stated that the mag meters must be accurate because they directly influence plant performance and are the basis of our regulatory reporting to both the DEP, with regard to the district withdrawal permit, and the Maine Department of Health and Human Services (DHS) with regard to compliance for the districts operating permit. The manager stated that all mag meters were tested, and all were found to be accurate and operating within specified norms.

DISTRIBUTION DIVISION (DD) – The manager reported that the DD had been hard at work fulfilling all job orders and meeting all regulatory requirements. No main breaks were reported in the previous period, and all outstanding road cuts were repaved in the previous period. Several new services installations are being scheduled with a bulk of new customers to be reported at the next meeting. As previously reported, much effort has taken place with new construction project (see 14 - **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT**).

10. **5 RIVERS REGIONAL WATER COUNCIL** – The manager informed the board that the next meeting of the superintendent’s board would be held on 16 September 2021 in Wiscasset. Additionally, *Dirigo Engineering* had been authorized by manager to provide additional information to be used to ascertain funding and fully develop a scope of work necessary (10,000 foot view) to complete an interconnection for the BRWD to the Midcoast trunk lines (Rt. 27 and Rt 1 corridor) which would be helpful information to be used not only for future planning, but also in discussions with the town of Edgecomb in merging with the Wiscasset Water District, a step that was critical for the future of water resources on the Boothbay peninsula.
11. **LAND ACQUISITION UPDATE** – See 7 – **NATURAL RESOURCES**. Additionally, the manager provided the board a copy of e-mail, authored by Ms. Jeannie Hamrin, concerning the sale of her property (home and 2 acres) for \$500,000.00 for their consideration. This generated considerable discussion among the board members over the previous strategy of purchasing the two homes on Adams Pond Road, directly to the west of Adams Pond in an effort to convince the town of Boothbay to discontinue that portion of road and restoring the existing road to natural habitat.

Conversely, the manager reiterated the NRPM’s report concerning this proposal, where she recommended the board dismiss the offer in that since the strategy of closing off Adams Pond Road was not a town of Boothbay priority and that the money be better used in conjunction with the regions clean drinking water initiative helping purchase larger tracts of land that were of higher priority to the district based on scientific analysis.

The board sided with the NRPM and indicated to the manager that it would not expend resources to purchase the remaining Hamrin property at this time.

12. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** –As directed by the board, on 13 August 2021 the district formally accepted *E.M. Wood Constructions* bid. The manager informed the board that he and the distribution foreman and would be meeting with the property owners of Rice Road to inform them of the construction project and make preparation for its initiation. Materials were reported to have been ordered and would be delivered to the site within the next ten-days. The project was scheduled to begin on 7 September 2021 with a contractual completion date no later than 15 October 2021.

13. **TOWNSEND LEDGE SUBDIVISION, SOUTHPORT** – The manager reported that on 11 August 2021 EJP installed the “tap and sleeve and valve” and since then 550-ft of six-inch high-density polyethylene (HDPE) water main had been installed. Additionally, all water taps had been installed and the single fire hydrant was placed per direction of the Southport Fire Chief. Remaining items included disinfection and pressure testing which would be completed later in the week. The manager closed by informing the board that If all went well, he would be recommending to the board acceptance of the water main at the 14 September 2021 trustee meeting.
14. **LEW CURTIS ANNEX ROOF** – Date for replacement to be determined.
15. **INFRASTRUCTURE GRANTS** – Nothing new to report
16. **CAMERON POINT SEASONAL WATER MAINS** – Nothing new to report
17. The meeting was adjourned at 2010 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTES

