

9 November 2021

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 26 OCTOBER 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 Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Tibbetts, Boothbay Harbor. Guest: Marcia Wilson, Administrative Manager (AM); Dale Harmon, Distribution Foreman (DF) & Teamsters Local #340 Shop Steward. Absent: Jonathan Ziegler, Manager.

1. The board approved the minutes for 12 October 2021.
Trustee Climo motioned, Trustee Bellows second, roll call vote: unanimous.
2. The board approved payroll for 28 September 2021, 5 October 2021, 12 October 2021 & 19 October 2021.
Trustee Climo motioned, Trustee Bellows second, roll call vote: Yea: Gamage, Anthony, Blakeslee, Tibbetts, Climo, Bellows. Nea: None. Abstained: Tharpe
3. The board approved transactions for 27 September 2021 through 8 October 2021 & 11 October 2021 through 22 October 2021.
Trustee Climo motioned, Trustee Bellows second, roll call vote: Yea: Gamage, Anthony, Blakeslee, Tibbetts, Climo, Bellows. Nea: None. Abstained: Tharpe
4. **HDPE TRAINING REPORT** – The DF provided the board with a report pertaining to his recent peer reviewed training activities held in Green Bay, Wisconsin. The board was provided a thorough report where he outlined his experiences and felt the experience for shared knowledge between all participants was of great value. The DF discussed, based on that learning experience, that he would like to participate in the “train the trainer” program with the intent to share this with district staff and possibly open training to the industry in Maine as a whole. Through board discussion the DF was directed to discuss his findings with the district’s chief vendor, *E.J. Prescott*, apparent discrepancies with their training, differing from accepted industry practices.
5. **LABOR CONTRACT – BOOTHBAY REGION WATER DISTRICT & TEAMSTERS LOCAL #340** - The DF, in the capacity as union shop steward presented to the board signed contracts because of recently completed negotiations between district management and union officials. At that time the DF departed the meeting.

Trustee Climo presented to the board a synopsis of the changes made to the contract and addressed concerns of trustee Tharpe concerning budgeting for “Essential Worker Pay” and agreed a portion of resources would be budgeted each year in case events would invoke this clause of the contract. Chairman Gamage the signed the collective bargaining agreement for the period 1 January 2022 through 31 December 2024.

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6. **ADMINISTRATION** – The AM provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 26 October 2021*. The billing to be released on 1 November 2021, including routes 3,4 &13 (public fire protection) had value of \$519,833.17. There had been no new service applications since the previous meeting, however the district added one (1) new year-round service. The customer service representative (CSR) would like the trustees know that he would like to thank the distribution foreman and assistant distribution foreman for their help in guiding him through his first shutdown as CSR.

Table 1	
BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 26 October 2021	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 35,877.51
Liquidity Total	\$ 60,877.51
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,340.89
Land Acquisition Fund	\$ 2,514.88
Capital Reinvestment Fund	\$ 150.66
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,657.53
EBB Upgrade 91-20	\$ 62,293.80
Bank of Maine Unemployment CD	\$ 17,326.04
Designated Fund Total	\$ 154,356.85
TOTAL CASH RESERVES	\$ 215,234.36

- a. **Budget Performance Through 30 September 2021** – The AM provided the board with a written budget performance through 30 September 2021 and provided the board with a detailed report.
- b. **Terms and Condition of Service Revision #4** – The AM reported that the final copy had been submitted to the Maine Public Utilities Commission (PUC) earlier that day for consideration and blessing.
- c. **Website Overhaul** – The AM reported that the Story Board was nearing completion and the districts contractor had worked with the CSR in developing printable customer service agreements which could be completed on-line/.
- d. **Seasonal Meter Readings** – With seasonal water shutdown in-process, about 80% of the meter reads had been collected. However, 100% of the billable meter reads must be completed before the billing is released. SIVC was historically very slow in collecting meters for readings that may hold up billing. The AM reported that the manager had discussed this with Mr. Rob Hopkins who was speeding up the process.

7. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) –

- a. **Land conservation** – *The closing documents for the MMBB loan for the Rowe property purchase are before the Board for signature tonight.*

The Boothbay Region Clean Drinking Water Initiative has begun committee work. Jenn Cusick, the new coordinator, will meet with District staff – Sue, Jon, and John this Thursday.

- b. **Grants and watershed** - *This is the time of year we work on grant reporting and water quality data reporting. This is the final reporting year for the MNRCP \$85,630 grant, which allowed us to conserve the Hamrin property. We plan to close on our third DEP 319 grant, the Gaecklin Road project, by the end of this calendar year, as well.*

Our reimbursement documentation for our 2020 \$10,000 Maine CDC Source Water Protection grant has been submitted, approved and we have been reimbursed.

The Coburn House on Route 27, the re-development of which was hamstrung under the 2004 watershed ordinances, has now been approved for reconstruction under the new watershed ordinances approved 2020.

The NRPM recommends that the district stop mowing its fields annually and switch to every other year or every 3-year mowing schedule. This revised schedule will save time and money, to prevent establishment of woody plants and will allow for overwinter cover for a variety of species. The Land Trust is adopting a similar practice, which has been vetted for several years by the Maine Inland Fish and Wildlife at their Strong management area.

8. **SAFETY & TRAINING UPDATE** – The AM reported that there had been no safety violations or known missed inspections during the previous period.

- a. **Human Resources (HR)** – No change in status

- b. **Training Update** – No change in status other than previously reported

9. **TREATMENT DIVISION (TD)** —The AM reported filter train efficiency over the previous period remained the same as previously reported. Filter and clarifier performance both remain at 90%. Key chemical additions remained at 90% above average for the time of year.

General Managers Note: *Many thanks to both the CTPO and TPO with their ongoing assistance in the field with seasonal water shutdown and training of junior personnel.*

For the previous period, finish water production averaged 0.3497 MGD, again, nearly equaling that recorded for the same period in 2020 which averaged 0.3517 MGD.

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

- a. **Security Package** – No Change in Status, still awaiting quotes from the internet provider.

- b. **2022 Filter Overhaul** – On 12 October 2021, *T Buck Construction* was here to provide a cost estimate for the district. The AM reported staff was waiting for the cost estimate.

- c. **Pinkham Standpipe Emergency Generator Install** – This project was moving forward with the installation of propane tanks for the generator to be installed this week. The generator is on back order and may not arrive until 2022.
10. **DISTRIBUTION DIVISION (DD)** – The AM reported seasonal water shutdown had been, and remained, the primary focus of the DD. As of the end of shift that day, the DD reported that 90% of the meters have been retrieved, read, and stored safely away. As mentioned earlier, it was managements hope to have SIVC in line by months end so that the meters all were read and overage billing could be initiated in very early November, after the districts commercial accounts had met the requirements to stay open until 31 October 2021 had come offline.
 11. **5 RIVERS REGIONAL WATER COUNCIL** – The AM reported that the group was in between previously reported meetings, both internal and external, so there is nothing much to report. The next superintendents meeting would occur on 27 October 2021 in Topsham. The AM presented the board with a letter the manager had written on behalf of the district and 5-Rivers concerning a nomination to the board of directors for the Maine Water Utilities Association opposing the nomination of Mr. Al Hodson for a board position. Both 5-Rivers and the Southern Maine Water Council opposed the nomination as a conflict of interest, not a reflection on Mr. Hodson’s ability to serve.
 12. **LAND ACQUISITION UPDATE** –See 18 – NATURAL RESOURCES. The bond closing documents for recent land purchases and associated grant money were presented to the board, as previously reported and with the board officers signing the documents, as required, for the acquisition of the “Rowe Property”.
 13. **RICE ROAD WATER MAIN REPLACEMENT PROJECT** –Since the previous meeting, the AM reported the water main had been installed, pressure tested, and tested clean for pathogens and then put into service. As of that day, the roadway remained unpaved with *E.M. Wood Construction* planning pavement by the next trustee meeting. Cleanup and restoration were, for the most part complete, with post paving touch up possibly required.
 14. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
 15. **OCEAN POINT WATER MAIN LOOPING PROJECT (proposed)** – Awaiting United States Department of Agriculture and Maine State Revolving Fund funding proposals.
 16. **BOOTHBAY HARBOR SEWER DISTRICT DISPOSAL RATES** – The AM reported that the second round of total suspended solids (TSS) sample results were received and immediately provided to the BHSD superintendent. The second round of sampling yielded results similar to the first with all samples for TSS returning low to moderate concentrations of TSS. There had been no further contact from the BHSD regarding this effort.
 17. **BHSD FULLERTON STREET PROJECT** - On 19 October 2021, the AM reported that the manager had participated in a Zoom conference including the BHSD, Town of Boothbay Harbor, *Wright-Pierce* and the district. The intent of the meeting was to see if there were any other entities interested in joining this project for specific infrastructure upgrades/replacements. As previously reported, replacement of the water main was listed as #15 priority for “Paygo projects” in the districts capital improvement plan (CIP). *Wright-Pierce* would be providing the district with a cost estimate for the replacement of which the manager informed all parties that he would try to fit in around several other efforts the district would

be trying to complete over the next 18-months. The project was tentatively scheduled to begin in Fall 2022.

18. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – The AM reported that on 14 October 2021, TD staff and the manager met with *Dirigo Engineering* to officially kick-off a study to provide the board of trustee’s information and alternatives open to them for managing the districts filter waste. The AM explained that the district was early in the process, but the manager had made sure the contractor understood this document was needed before years end for potential capital budgeting. The Am provided the board with a copy of the scope of the effort provided to all involved.
19. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** – The AM reported that since the previous meeting the Maine Department of Transportation (MDOIT) road opening permit had been received with the remainder of work to conclude this project to be completed after seasonal shutdown was completed.
20. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – This project remained ongoing and would be revisited by staff after seasonal water shutdown was complete.
21. The meeting was adjourned at 2012 hr.
Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Marcia Wilson
Administrative Manager

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