

25 January 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 11 JANUARY 2022

The Board of Trustees convened at 1800 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; Jonathan Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager (AM); Ms. Eve Jamison, Ms. Rachel Townsend, Mr. Geoff Townsend. Absent: None.

1. The board approved the minutes for 28 December 2021.  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.*
  2. The board approved payroll for 28 December 2021 & 4 January 2022  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: Yea: Climo, Anthony, Tibbetts, Gamage, Nea: none, Abstained Tharpe, Blakeslee, Bellows,*
  3. The board approved transactions for 27 December 2021 through 7 January 2022  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous*
  4. **PUBLIC ADDRESS – FLUORIDE** – Ms. Jamison, Ms. Townsend and Mr. Townsend addressed the board, updating them on their efforts to have fluoride removed from the public water supply. The board informed the group that the position of the district was “neither for, nor against” fluoride additions to the public water supply, of which the group indicated they had been well informed. The group updated the board as to efforts they were taking convincing the three boards of selectmen pose removal of fluoride from the public water supply, stating that the towns of Southport and Boothbay had already approved the ballot measure, with Boothbay Harbor yet to approve the ballot measure. The manager reminded the board that the question was based in statute to which the board ordered the manager to provide the statutory question and procedures to the not only the group, but the three municipalities as well.
1. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 11 January 2022*. The billing to be released 1 February 2022, for Routes 3, 4 & 13 were reported to be still in-process with meter reading still incomplete. During the previous period the district received no new service applications and added no customers. The manager went on to inform the board that the administration staff was currently working on year-end financial requirements as well as begun to prepare for the annual audit. Additionally, the manager informed the board that the customer service representative (CSR) had identified multiple areas within his scope of work, where great labor and resource savings could be made, and had proposed new paperless practices, which fit within all regulatory guidelines, greatly improving efficiency, greatly reducing redundant labor and space requirements. The manager intended to give the CSR a cash award for this proposal.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 11 January 2022</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 26,358.31
Deposit Sweep Account	\$ 466,371.85
<b>Liquidity Total</b>	<b>\$ 492,730.16</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,341.91
Land Acquisition Fund	\$ 2,515.01
Capital Reinvestment Fund	\$ 150.67
Mt Dora Easement Escrow	\$ 4,789.09
Southport Sinking Fund	\$ 55,987.06
EBB Upgrade 91-20	\$ 62,296.94
Bank of Maine Unemployment CD	\$ 17,348.41
<b>Designated Fund Total</b>	<b>\$ 163,429.09</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 656,159.25</b>

- a. **Website Overhaul** – The AM provided a detailed report as to the status of the website overhaul, describing ongoing efforts in-place.
- b. **2022 Budget** – The AM provided a brief overview of the 2021 budget performance and discussed an unexpected profit made by the district in 2022. Because of this, the manager informed the board that management was withdrawing its request for a rate review in 2022 as part of the budget proposal. The manager informed the board that it was unnecessary to look at rates at this time but did inform the board that the district would be realizing substantially increased supply and labor costs in 2022. Additionally, the manager related the experience of the York Water District during the early 1980’s through late 1990’s wherein they experienced sustained growth, greatly stretching the time regarding the rate structure at that time and was unsure if the Boothbay Region was at that point presently, after reviewing the past two-years growth of the district.

Trustee Tharpe led a discussion as to the capital projects being consistent with the district’s capital improvement plan (CIP) and requested a fresh electronic copy be re-distributed among the trustees. Additionally, she requested a goal for 2022 was to establish a capital reserve account funded at approximately \$150,000.00 be established for emergent capital repair costs, of which the board agreed.

After more conversation, the board approved the 2022 Budget.  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: Yea: Climo, Anthony, Tibbetts, Gamage, Tharpe, Blakeslee. Nea: none. Abstained: Bellows.*

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

*I have spent most of my time post-holiday meeting with Clean Drinking Water Initiative members and getting that process off the ground. Town Initiative reps will introduce themselves and the project to select boards over the next few weeks. While the education committee works on outreach to the public, we are now working with the land trust on direct outreach to specific watershed landowners.*

*As previously mentioned, we completed our 2020 319 Gaecklin Road grant (a 2-year grant) in one year. We have received \$42,940 from DEP for the grant construction work, that we now need to disburse to the town. We have the option to apply for another round of 319 grant funds in May but should only do so if we can ensure that we will have the resources to effectively track and report on this grant.*

6. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.
7. **TREATMENT DIVISION (TD)** –The manager reported that the current filter train efficiency remained static with filter performance currently at 70% efficiency and clarifier performance remaining at 100% efficiency. Key chemical additions remain at 125% normal for the time of year.

For the previous period, finish water production averaged 0.2967 MGD, much less than that recorded for the same period in 2020 which averaged 0.3428 MGD.

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

- a. **Security Package** –Nothing new to report
- b. **2022 Filter Overhaul** – The district had received a waste characterization of the used filter media and was currently looking to see what allowable disposal could be used including donation for municipal use. Nothing new to report on supply chain issues.
8. **DISTRIBUTION DIVISION (DD)** –The manager reported normal winter operations continued with all job orders, as well as all regulatory required programs reported to be current. The DD was being held close for filling personnel gaps caused by recent illness, with the pressure expected to loosen up later that week.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported the next managers meeting was scheduled for 13 January 2022. Trevor Hunt, Superintendent, Bath Water District will be retiring in March with no replacement announced at that time.
10. **LAND ACQUISITION UPDATE** –Nothing new to report
11. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT**- No change in status.

13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – The manager reported *Dirigo Engineering* had sent a rough draft of this report, which had been distributed to the board via e-mail. This report had not been reviewed by staff, recommending the board take no action at this time, rather use what was sent for informational purposes and to get a flavor of management options open to the district in dealing with this waste stream. It was the managers hope to have a final report for the board by the 25 January 2022 trustees meeting. Once the final report was presented to the board for consideration, it will be released to other governmental units for courtesy review.
14. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** –Nothing new to report
15. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – Nothing new to report.
16. **SOLAR ENERGY** – Nothing new to report
17. The board awarded the manager a 6.0% pay increase for 2022.
18. The meeting was adjourned at 1923 hr.  
*Trustee Climo motioned, Trustee Bellows second, roll call vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager

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