

8 February 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 25 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; Jonathan Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager (AM). Absent: Trustee Tibbetts, Boothbay Harbor.

1. The board approved the minutes for 11 January 2022.
Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.
2. The board approved payroll for 11 January 2022 & 18 January 2022
Trustee Climo motioned, Trustee Anthony second, roll call vote: Yea: Climo, Anthony, Gamage. Nea: none, Abstained Tharpe, Blakeslee, Bellows,
3. The board approved transactions for 10 January 2022 through 7 January 2022
Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 25 January 2022*. The billing to be released on 1 February 2022 had a value of \$436,817.60. In the previous period the district experienced five (5) service freezes, all of which were successfully repaired by staff, received no new service applications, and added no new customers.
 - a. **Website Overhaul** – The AM provided the board with a status report on the website upgrade currently in process. The end-product was nearing completion with a rollout presentation for the board expected within the next month.
 - b. **Monthly Budget Performance Summary** – The AM provided the board with a monthly budget performance review and status report. The report focused on 2021 year-end with the AM alerting the board that the auditors would be on sight to begin the audit on 7 February 2022. There were now trustee comments or questions.
5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) –

We continue to spend a lot of time meeting and guiding the Boothbay Region Clean Drinking Water Initiative. It is starting to pay off. More outreach and educational efforts are underway.

*This article was published in the Boothbay Register last week:
<https://www.boothbayregister.com/article/safeguarding-boothbay-peninsula-s-drinking-water/155892>*

We met with the Boothbay CEO and Town Manager and the YMCA and its contractors last week. The Y is developing plans for renovations/expansion to the old Jackson homestead (corner of Knickerbocker Road and Barter's Island Road) and construction of worker housing at the current Baldwin climbing center. They are seeking a large federal grant for this effort. We discussed including a conservation easement over other portions of their shoreland property as part of the project and the Y seem amenable.

Jon and I met with Steven Arsenault and Ben Stover regarding the blocked ATV trail through Clifford and Hamrin properties. It was a good conversation. They understand that under the Hamrin property conservation easement, ATVs are prohibited from that property forever. We may be able to find reasonable trail options for other properties – particularly, for Stover, whose property is now cutoff to the north with BRWD's purchase of the Farrin property – as long as users are responsible

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 January 2022	
Account	Balance
Business Checking	\$ 27,091.26
Deposit Sweep Account	\$ 396,582.07
Liquidity Total	\$ 423,673.33
DESIGNATED FUNDS	
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
Designated Fund Total	\$ 163,429.09
TOTAL CASH RESERVES	\$ 587,102.42

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)** – As of 26 January 2022, staffing would be back in full following a rash of COVID protocol related actions.
 - b. **Training Update** – The Maine Water Utilities Association Annual meeting was to be held in Augusta 3 & 4 February 2022. It was managements intention to send as many staff as possible for training credit hours and trade show presentations. The new staff members have been enrolled in MRWA training to attain their Class II Distribution licenses with dates for testing already planned. Additionally, three (3) staff members would be attempting Class IV licensing within the following three to four weeks.

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 0.3625 MGD, ahead of that recorded for the same period in 2021 which averaged 0.3287 MGD.

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

- a. **Security Package** –No change in status
 - b. **2022 Filter Overhaul** – No change in status.
8. **DISTRIBUTION DIVISION (DD)** –The manager normal winter operations continuing with all job orders, as well as all regulatory required programs reported to be current. The DD is being held close for filling personnel gaps caused by recent illness, with the pressure loosening up this week.
 9. **5 RIVERS REGIONAL WATER COUNCIL** – The managers meeting scheduled for 13 January 2022 was cancelled and would happen in the beginning of February.
 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**- Upon acceptance of the 2022 Budget, the manager reported that he had informed *Dirigo Engineering* to begin the next phase including design, permitting and preparation of bid documents.
 13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – The manager reported *Dirigo Engineering* had been busy answering questions raised by Trustee Blakeslee and staff. *Dirigo Engineering* would be on-site 27 January 2021 to meet with key staff and complete the report, which will be sent to the trustees upon availability. It was hoped that *Dirigo Engineering* will be present at the 8 February 2022 trustee meeting to present the report, answer any further questions and make recommendations. Several trustees were interested in the thoughts and comments of the natural resources and treatment divisions concerning the rough draft already presented to the board. Trustee Blakeslee reported, in conversations with the Boothbay Harbor Sewer District, an entity that has been kept thoroughly up-to-speed on this effort, that despite the loss in revenue this project would create for them, they were in support of the effort.
 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** –The manager reported that the district submitted three-years of financial reports to the state of Maine, allocating a portion of the districts electrical consumption to already built, or proposed solar projects within the state which translated to an automatic 15% savings on electrical billing with the remainder made up in state subsidy. The manager went on to explain that this subsidy was part of a state program to promote the construction of solar arrays within the state and was not an official buy-in to any solar farm, revocable by the legislature at a moment’s notice.
17. The meeting was adjourned at 1852 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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