

22 February 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 8 FEBRUARY 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 Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Jonathan Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager (AM). Absent: None.

1. The board approved the minutes for 25 January 2022.  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.*
2. The board approved payroll for 25 January 2022 & 1 February 2022  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: Yea: Climo, Anthony, Gamage, Tibbetts. Nea: none, Abstained Tharpe, Blakeslee, Bellows,*
3. The board approved transactions for 24 January 2022 through 4 February 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 8 February 2022*. The billing to be released on 1 March 2022 was currently being read by staff with no value assigned. In the previous period the district received no new service applications and added no new customers.
  - a. **Website Overhaul** – AM to provide a status report of the new web design and had expressed concern as to the project completion and the rising budget. The AM informed the board that she would have a meeting with the contractor later that week and inform them that the project as it stands was very near completion, and the “bells and whistles” currently being proposed were unnecessary and launch the new website as soon as possible.
  - b. **Annual Audit Update** – The manager reported that on 7 February 2022 the auditors arrived and began the annual audit. As of the trustees meeting, no “red flags” had been noted with all materials required, provided and all answers to auditor questions sufficiently answered. The AM reported that in preliminary discussions with the auditors praise was given to the entire administrative wing of the district, indicating procedures and work were impeccable.
  - c. **Fluoride** – The manager provided the board a letter to the editor, submitted to the *Boothbay Register*, written by the manager to correct errant statements in a previously submitted letter from the “Anti Fluoride” group regarding district operations. The manager reported that he had been made aware of a “Pro Fluoride” group being formed within the district and would now be monitoring their publications for accuracy as well. The board concurred that the letter was written as neither for, nor against and was neutral in its presentation.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> Cash Account Status Report as of 8 February 2022	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 23,900.82
Deposit Sweep Account	\$ 140,498.15
<b>Liquidity Total</b>	<b>\$ 164,398.97</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,341.91
Land Acquisition Fund	\$ 2,515.05
Capital Reinvestment Fund	\$ 183,150.67
Mt Dora Easement Escrow	\$ 4,789.17
Southport Sinking Fund	\$ 55,988.74
EBB Upgrade 91-20	\$ 62,298.00
Bank of Maine Unemployment CD	\$ 17,348.41
<b>Designated Fund Total</b>	<b>\$ 346,431.95</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 510,830.92</b>

5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) – No Change in status
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)** – The recent COVID outbreak with district personnel was lessening with district staffing now at 100%.
  - b. **Training Update** – The Maine Water Utilities Association (MWUA) Annual Convention was held in Augusta the previous week and was very well attended by district staff with 66 total credit hours accumulated. The board was informed that Dale Harmon graduated the Management Candidate School. The two most junior employees began their Class II Distribution License Preparation Course, hosted by the Maine Rural Water Association (MRWA), that day. The MRWA course was to continue for the next four Tuesdays after which the two staff members would sit for their Class II Distribution licenses immediately. Again, three (3) additional staff members will be attempting Class IV licensing within the next three to four weeks.
7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency remained static with filter performance currently at 70% efficiency and clarifier performance remaining at 100% efficiency. Key chemical additions remained at 125% normal for the time of year. For the previous period, finish water production averaged 0.3691 MGD, ahead of that recorded for the same period in 2021 which averaged 0.3267 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.
  - c. **Backwash Wastewater Pumps (2021 Holdover)** - During the week of 31 January 2022 the backwash wastewater pumps, previously purchased, were installed by *Weston and Sampson*. The pumps were tested and put into service that week and were operating well. This project was considered complete.
  - d. **Vertical Turbine Annual Checkup** – The vertical turbine pumps for both the raw water station and the finish water pumps received annual maintenance during the week of 31 January 2022. Additionally, all four pumps were tested for efficiency, with all pumps falling in line on the pump efficiency curve.
  - e. **Filter Maintenance** – Filter #2 was taken out of service on 3 February 2022 for cleaning and annual maintenance. Once back in service, Filter #1 will receive the same care, most likely within a week or so.
  - f. **Knickerbocker Lake Intake Issues** - An issue was found within the SCADA system and variable frequency drive at the station. At present the pump station is inoperable due to burned out motherboards in the variable frequency drives. A new drive was on order with *Stultz Electric* to complete repairs. Because this pump station was not a critical asset during the time of year, this occurrence is more of a maintenance item that should be cleared by months end, assuming no 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 current. All construction to support the district’s recycling program had been completed with 100% compliance noted. The DD was currently manufacturing blow-offs for rapid installation in areas of the seasonal distribution system identified for upgrade, with the intent to install these before seasonal start-up. Additionally, in the newly constructed wood shop, manufacturing of new seasonal valve/meter boxes continued for pre-turn-on installation, destined for areas where, historically, meter damage had been high due to summer activities of customers and visitors.
  9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
  10. **LAND ACQUISITION UPDATE** –No change in status
  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 that *Dirigo Engineering* met with key staff on 27 January 2022 to hone the scope of design for any potential wastewater treatment system for the district. Of the concepts provided by *Dirigo Engineering*, echoing the local permitting concerns raised by Trustee Bellows during the previous trustees meeting, the NRPM recommended that unless a mechanical process on a small footprint could be achieved, from her program’s perspective, the status quo would be preferable. This point of view was accepted as being the most prudent. Currently, *Dirigo Engineering* is working on a system that will require only the addition of a settling tank and sand filter allowing the district to recycle 90% of the wastewater produced with the other 10%, clean filtered water, be used for ground water recharge. At the end of the meeting a concept was developed that met all programming needs with the least amount of environmental impact and was most in line with all municipal ordinances now in-place.
14. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** –No change in status
15. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – No change in status
16. **SOLAR ENERGY** –No change in status
17. The meeting was adjourned at 1830 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager

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