

12 April 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 22 MARCH 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); Mr. James Lord P.E. & Mr. Richard Pershkin, P.E. Dirigo Engineering. Absent: None.

1. The board approved the minutes for 22 February 2022 with revisions.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
2. The board approved payroll for 8 March 2022 & 15 March 2022
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 7 March 2022 through 18 March 2022
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – Chairman Gamage welcomed engineers Jim Lord and Rick Pershken, *Dirigo Engineering* to present to the board, their findings and possible solutions for managing the district's filter waste on-site in an effort to lessen burdens currently placed on the Boothbay Harbor Sewer District (BHSD) for managing this waste stream, recycle backwash wastewater which is approximately up to ten-percent of raw water extracted from the district's finite water reserves and cut operational costs for the Adams Pond Treatment Plant. The two engineers provided the board with the methodology employed by *Dirigo Engineering* in creating the report, a listing of options available to the district coupled with an in-depth review of the pros and cons of each option, and a detailed description of *Dirigo Engineering's* recommended option should the district decide to pursue an alternative to the current process. The board had many questions pertaining to cost evaluations, labor capacity, permitting issues and assurance the BHSD was fully aware of this action and generally, unofficially, in favor of this change in treatment. With all queries sufficiently answered the board instructed the manager to proceed with Phase II of this effort which would include preliminary design report that would include preliminary plans, identify specific equipment, operations, building size and type, controls description, identify permitting (local, state, federal), cost estimation, assistance with the district obtaining grant funding to be completed no later than years end for less than \$50,000.00 budget.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
5. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 22 March 2022*. The billing to be released on 1 April 2022 had a value of \$64,543.00. The billing for seasonal accounts had yet to be tabulated but was expected to be presented to the board for review at the next board meeting. During the previous period the district received two (2) new service applications but added no new customers.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 22 March 2022	
Account	Balance
Business Checking	\$ 25,050.72
Deposit Sweep Account	\$ 259,258.31
Liquidity Total	\$ 284,309.03
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,342.57
Land Acquisition Fund	\$ 2,515.09
Capital Reinvestment Fund	\$ 183,152.88
Mt Dora Easement Escrow	\$ 4,789.33
Southport Sinking Fund	\$ 55,989.69
EBB Upgrade 91-20	\$ 62,298.96
Bank of Maine Unemployment CD	\$ 17,348.41
Designated Fund Total	\$ 346,436.93
TOTAL CASH RESERVES	\$ 630,745.96

- a. **Budget Performance Report Through February 2022** - The AM provided a detailed report, coupled with supporting documentation showing continued strong financial performance. The board inquired information from the AM on many topics with all answers by staff deemed satisfactory.
 - b. **Invoice Cloud and Investigation of Other Billing Software** – The AM provided a report outlining the increasing demand for our customers to pay online and “go paperless”, as well as describing payment constraints within the existing software suite. Staff is investigating other options to improve customer service and improve payment options through the new website. The board instructed the AM to report back periodically regarding this effort.
 - c. **Boothbay Property Tax Reimbursement** – Still in process.
6. **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 (BR CDWI). I've attached the status report prepared for the next steering committee meeting.

We submitted applications for a \$20,000 Source Water Protection grant and a Forest Service Invasive Plant Control grant to the respective state agencies. Projects include upgrades to the Knickerbocker Lake Access (with Town of Boothbay), education and outreach through BR CDWI, and continuation of the invasive plant control project at Adams Pond shoreline begun last year,

We continue to look for grant opportunities. We have met with Dan Bryer and Chris Higgins to discuss the potential to extend sewer along Barter's Island Road to the end of Knickerbocker Lake watershed and/or up Route 27 along Adams Pond. We will continue to pursue these potential projects. BR CDWT will apply for ARPA funds from Lincoln County.

We are another step closer to conservation of the high priority McFarland properties in the Adams Pond and Knickerbocker Lake watersheds (see attached map). The property survey has just been completed and we are now looking to secure an appraisal. We do not anticipate any assistance from BR CDWT, expect this to be a fee purchase not a conservation easement, and to obtain a loan with principal forgiveness from the Drinking Water Program.

We have asked Dirigo to develop plans for improvements to the Adams Pond old pump station, including road improvements, vegetated buffer creation, concrete slab for pipe storage, old storage building removal and stormwater control. Ideally, some parts of this project could be included in a 319 grant application, which we expect to apply for this summer.

7. **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)** – No change in status.
 - b. **Training Update** – The manager reported that on 22 March 2022 district supervisors completed the first course in management following the curriculum provided by Harvard Business School. The AM led the training dissecting the Shackleton Expedition of 1914 and his unique and successful management of a prolonged and dire situation in Antarctica. On 23 March 2022 the final module for this year's safety training was to be completed by all staff. Lastly the DD staff toured the Bath Water District treatment plant and have begun quarterly operator swaps to increase resiliency in having an active pool of operators that could operate both plants should an emergent condition warrant such an action.
8. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency continued to improve with filter performance currently at 97% 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 0.3682 MGD, ahead of that recorded for the same period in 2021 which averaged 0.3380 MGD.

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

- a. **Security Package** – Staff contacted *Axiom* regarding extending high-speed internet to the Thompson Tank in Southport. The report back is very favorable with security upgrades for that tank possible after internet installation later this year.
- b. **2022 Filter Overhaul**– All replacement components were reported shipped on 18 March 2022, with the district expecting them to arrive that week to be put in storage. The filter media had not been shipped of the time of the meeting.
- c. **Knickerbocker Lake Intake Issues** – No change in status due to supply chain issues with obtaining new variable frequency drive (VFD).

9. **DISTRIBUTION DIVISION (DD)** –The manager reported that with the favorable weather conditions, the DD has been extremely effective in installing improvements to the seasonal distribution system. In Southport eight new blowoffs have been installed, mostly along the west side of the island. In addition, two small water main extensions for district convenience were installed at Cozy Harbor and Dogfish Head. A large blow-off is already manufactured and scheduled to be installed at Loves Cove. Similar efforts to that going on in Southport are also being undertaken on Barters Island.

The DD has been very busy updating the GIS system as well

Lastly, preparations and materials for seasonal water turn-on are being gathered with seasonal turn -on now only two or three weeks away from beginning.

10. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
11. **LAND ACQUISITION UPDATE** –No change in status
12. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
13. **OCEAN POINT WATER MAIN LOOPING PROJECT-** The manager reported that the 50% drawings had been delivered to the district and were currently under review. A copy of these plans was provided to the board for informational purposes. Additionally, the financial documents had been completed by the district and sent to the Maine Bond Bank (MBB). However, staff was reported still waiting the acceptance paperwork from the MBB for board of trustee resolution.
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 2020 hr.
Trustee Climo motioned, Trustee Bellows second, roll call vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager