

26 April 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 APRIL 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, Marcia Wilson, Administrative Manager (AM) Guest: None. Absent: None.

1. The board approved the minutes for 12 March 2022 with revisions.
Trustee Climo motioned, Trustee Bellows second, vote: Yea unanimous.
2. The board approved payroll for 22 March 2022, 29 March 2022 & 5 April 2022
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
3. The board approved transactions for 21 March 2022 through 8 April 2022
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 12 April 2022*. The billing to be released on 1 April 2022 had a value of \$64,543.00. In the previous period the district received three (3) new service applications but added one (1) new seasonal customer.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 April 2022	
Account	Balance
Business Checking	\$ 26,176.74
Deposit Sweep Account	\$ 360,849.94
Liquidity Total	\$ 387,026.68
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,342.92
Land Acquisition Fund	\$ 2,515.13
Capital Reinvestment Fund	\$ 183,155.99
Mt Dora Easement Escrow	\$ 4,789.33
Southport Sinking Fund	\$ 55,990.55
EBB Upgrade 91-20	\$ 62,300.01
Bank of Maine Unemployment CD	\$ 17,348.41
Designated Fund Total	\$ 346,442.34
TOTAL CASH RESERVES	\$ 733,469.02

- a. **Boothbay Property Tax Reimbursement** – The manager presented a draft report to the board listing possible strategies for reimbursing the town of Boothbay for a portion of lost land tax revenue resulting from watershed land acquisition which preserve water quality in the district’s raw water reserves. There was much discussion on this matter between board members as to the efficacy of the proposal, what lands to be possibly eligible to be reimbursed, and should the district be involved in such an effort. Trustee Bellows suggested a report be made on the impact total build-out within the watersheds were to happen, consistent with current Boothbay ordinances, to ascertain a cost for not preserving land as was current district policy. The matter was tabled for further discussion later.

5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) – Nothing new to report

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)** – No change in status.
 - b. **Training Update** – No change in status

7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance is now at 100% efficiency. Additionally key chemical additions were now average for the time of year. For the previous period, finish water production averaged 0.3385 MGD, ahead of that recorded for the same period in 2021 which averaged 0. 2642 MGD. As of that morning, the district switched over to two filter operation in preparation for seasonal water system flushing which would consume at least 6.0 MG this year.

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

 - a. **Security Package** –Still gathering data
 - b. **2022 Filter Overhaul** – Some of the required materials had been received and were now in storage including, replacement clarifier media and replacement underdrain units for both filters. The district was still awaiting replacement filter media with no delivery date issued from the vendor at this time.
 - c. **Knickerbocker Lake Intake Variable Frequency Drive (VFD)** – No change in status
 - d. **Adams Pond Boat Launch** – During the previous period the TD staff completed manufacture and installation of a concrete pad for the new boat launch for sampling purposes located on the southern shore of Adams Pond.

8. **DISTRIBUTION DIVISION (DD)** –The manager reported in taking advantage of the favorable weather conditions, the DD had concentrated its efforts on continuing long overdue improvements to the seasonal water distribution system. During the previous period the DD focus shifted almost entirely to East Boothbay where many seasonal water system improvements had been successfully executed

During the week 4 April 2022 a very tricky service repair was completed under Route 27 adjacent to Big Al's in Boothbay. This repaired an ongoing substandard service installation, executed by the district in 2004 and had been leaking for an estimated year.

Seasonal Water Start-Up Report – The manager reported that with all preparation work now complete, as of 12 April 2022 the seasonal start-up process had now begun with flooding and flushing the order of the next few days. The matrix was posted on the website with customers finding it with little problem. That said the phone traffic had picked up significantly, showing interest in district seasonal water services.

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-** The manager reported that since the previous report, *Dirigo Engineering* has been onsite twice to address staff comments and concerns with the preliminary design. As of now I am clear with the intent of the project and the 90% drawings are in process. This project is moving forward smoothly.
13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – As directed by the board, on 23 March 2022 the district entered Phase II of this effort with *Dirigo Engineering* which includes preliminary design report, 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 not to exceed a \$50,000.00 budget.
14. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** – The manager reported that during the week of 28 March 2022 the DD completed this project by executing a state road opening on Rt 96 in East Boothbay and tying in the work completed last autumn. The Customer Service Representative (CSR) reported all accounts were paid in full. The Assistant Distribution Foreman, reported to the General Manager that the workmanship was complete and met, or exceeded American Water Works Association (AWWA) and district requirements. The General Managers recommended to the board, based on the information above, the board accept this new, 600-foot, high density polyethylene seasonal water main into the BRWD inventory. The board accepted the new water main.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
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 2000 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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