

10 May 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 26 APRIL 2022

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tibbetts, Boothbay Harbor; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager, Marcia Wilson, Administrative Manager (AM) Guest: None. Absent: Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Bellows, Boothbay.

1. The board approved the minutes for 12 April 2022 with revisions.
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
2. The board approved payroll for 12 April 2022 & 19 April 2022
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
3. The board approved transactions for 11 April 2022 through 23 April 2022
Trustee Climo motioned, Trustee Tibbetts second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 26 April 2022*. The billing to be released on 1 May 2022 had a value of \$422,926.90. In the previous period the district received two (2) new service applications but added no new customers. The Customer Service Representative (CSR) informed the board (via the manager) of his appreciation for the entire TD/DD staff for their cooperation and support during this seasonal start-up. He stated: “we have a great team”.
 - a. **Boothbay Property Tax Reimbursement** – As directed, a study is now in process to ascertain the theoretical increase in treatment should watershed land not be protected and built out under current Boothbay ordinances with a contract for services forthcoming. This report would be completed by *Dirigo Engineering* with no delivery date known at this time.
 - b. **Cash Transfer** - Pending Treasurer concurrence it is the intent of management to transfer \$300,000.00 from the SWEEP account to the Capital Reinvestment Fund to be used later in the year to make capital bond payments in October 2022.
 - c. **BRWD Budget Performance Summary through 31 March 2022** - The AM presented to the board a budget performance summary through 31 March 2022 indicating a strong financial position as well as all obligations met. The board had several questions concerning this report and accepted the AM’s findings.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 24 April 2022	
Account	Balance
Business Checking	\$ 25,720.74
Deposit Sweep Account	\$ 437,828.11
Liquidity Total	\$ 463,548.85
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	\$ 809,991.19

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, guiding and providing information to the Boothbay Region Clean Drinking Water Initiative (BR CDWI). Since my last update, we have published one article in the Boothbay Register (What's the Threat to our Drinking Water 4/3/22), wrote letters requesting assistance to federal and state legislators (Collins' office has responded), and participated in the local Earth Day event at the Boothbay Harbor Memorial Library. In the works are an outreach event for key watershed property owners, two talks by Bigelow Lab scientist Dr. Rachel Sipler, a half-day education program at the YMCA camp, a website and video, posters, and an education station at the BRLT Family Fun Day in July.

Watershed stream sampling was completed last week. We hope to have our boats and docks installed this week so we can start lake water quality sampling. We have tentatively set next Thursday for watershed cleanup.

We anticipate the appraisal for the McFarland property by the end of the month.

We understand there was an oil tank spill at the Sproul Road house fire in the Knickerbocker Lake watershed. DEP responded, contained the spill and removed contaminated soil. We will keep an eye out for any possible downstream effects.

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 remained at 100% efficiency. Additionally key chemical additions were now average for this time of year. For the previous period, finish water production averaged 0.4558 MGD, ahead of that recorded for the same period in 2021 which averaged 0.4352 MGD. In the previous period the TD staff had been very active participants in the seasonal water system turn-on in a “boots on the ground” position. Both operators spent most of the previous period training junior staff members and installing seasonal services. The manager reported that he had commended the TD for their support in getting the seasonal system up and running in a very timely manner.

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

- a. **Security Package** –Both the CTPO and manager would have a report and recommendation to the board at the next meeting. The manager informed the board that he and the CTPO had been waiting for *Spectrum Internet* to provide cost estimates, or at the very least, return correspondence to repeated inquiries for service placed over the past several months but to no avail. The manager stated that he would be recommending a strategy excluding *Spectrum Internet*.
 - b. **2022 Filter Overhaul** – No change in status
 - c. **Knickerbocker Lake Intake Variable Frequency Drive (VFD)** – We received the new VFD at the end of last week with installation planned for today. The contractor making the installation will be *Stultz Electric*.
 - d. **Adams Pond Boat Launch** – Nothing new to report.
8. **DISTRIBUTION DIVISION (DD)** –The manager reported that during the previous period, DD staff had been entirely devoted to seasonal water turn-on. As of 1200 hr. that today the seasonal water turn-on process was considered complete. The manager commended staff for a superior performance establishing seasonal water service and all the improvements made to the seasonal distribution system that spring.
 - a. **Barters Island, West Side Road** – The manager reported that during this year’s seasonal water turn-on process it has been noted that the current infrastructure installed along West Side Road, Barters Island was quickly becoming, if not already had become, inadequate for the growing number of services being established within that zone, particularly at the north end, along the shore of the island. Over a very short time, construction had been extensive and currently water service to these customers, although meeting legal parameters for pressure and flow, were being stretched to the limit. The manager reported this situation as a cause for concern. The manager went on to report, the current water main, 2” HDPE, installed in the 1980’s was undersized. The manager reported that the best corrective measure would be to replace existing water main to 4” HDPE seasonal water main, requiring the replacement of 15,000 ft. of existing water main. Even though it was not my preference to expend capital improvement dollars on seasonal water main, circumstances may dictate that this action be considered by the board in the future.

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 even though, from the districts side, the application process continued to move forward, from the administrative side, the state government was disjointed in rolling the funding out. As of that morning the final SRF primary list had been published with the district now at 45% grant, 55% loan. The district had yet to received official notification to accept the project, however approval events, and statutory requirements for funding were already in full swing as requirements from the state. The manager informed the board that this was not the states’ fault, EPA had been bungling the requirements pertaining to the large sums of money available for infrastructure improvements.

That said, the manager highly recommends to the board accept the project funding as now stated on the SRF primary list, in that this would be required, albeit after the fact as compared to normal SRF financing procedures. The board accepted the terms of funding as dictated by the final SRF list.

Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.

13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – In design
14. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT**
– No change in status
15. **SOLAR ENERGY** –No change in status
16. **FIRE CHIEFS MEETING** – The manager reported that the district had hosted a regional fire chiefs meeting on 25 April 2022 which was reported to be productive. The manager reported infrastructure changes were discussed as well as developing a strategy for PFOA and PFAS chemicals, found in large quantities in fire suppressant foam, require training outside of the Adams Pond and Knickerbocker Lake watersheds, to which the chiefs agreed. Additionally the manager reported that he would be hosting the regions fire cadets for a familiarization tour on 27 April 2022.
17. The meeting was adjourned at 1947 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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