

28 June 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 JUNE 2022

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Tibbetts, Boothbay Harbor; Trustee Stover, Boothbay; Trustee Blakeslee, Boothbay. Harbor; Jonathan Ziegler, Manager, Marcia Wilson, Administrative Manager (AM). Guest: None. Absent: Trustee Anthony, Boothbay (Clerk).

1. The board approved the minutes for 24 May 2022 with revisions.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.
2. The board approved payroll for 24 May 2022, 31 May 2022 & 7 June 2022
Trustee Climo motioned, Trustee Stover second, vote: Yea unanimous.
3. The board approved transactions for 23 May 2022 through 10 June 2022
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 14 June 2022*. The value for the billing to be released on 1 July 2022 was still being tabulated. The manager reported that unpaid seasonal service accounts have until 30 June 2022 to settle accounts before service is terminated with 14-day seasonal disconnection notices going out 16 June 2022. Board members inquired how many seasonal accounts were delinquent to which the AM reported “about 150”, a much lower number than in previous years. During the previous period the district received four (4) new service applications and added eight (8) new seasonal customers and one (1) new year-round customer.
 - a. **Boothbay Property Tax Reimbursement** –The manager reported no change in status and deferred further remarks to Trustee Blakeslee. Trustee Blakeslee informed the board that he had been working with a selectboard member of the town of Boothbay Harbor on the matter with the conversation generally positive.
 - b. **Water Consumption by Municipality** – The manager presented to the board Table 2, a breakdown of water consumption by customers, by municipality as recorded for the year 2021. The manager clarified that this was metered usage and did not consider process water use to maintain water quality (i.e., bleeders)

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 June 2022	
Account	Balance
Business Checking	\$ 25,158.16
Deposit Sweep Account	\$ 223,806.87
Liquidity Total	\$ 248,965.03
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,343.60
Land Acquisition Fund	\$ 2,516.53
Capital Reinvestment Fund	\$ 483,162.28
Mt Dora Easement Escrow	\$ 4,789.48
Southport Sinking Fund	\$ 55,992.42
EBB Upgrade 91-20	\$ 62,302.10
Bank of Maine Unemployment CD	\$ 17,348.41
Designated Fund Total	\$ 646,454.82
TOTAL CASH RESERVES	\$ 895,419.85

Table 2 Water Consumption by Municipality served by the Boothbay Region Water District (2021)			
Municipality	Cubic feet	Gallons	%
Boothbay Harbor	9,895,349	74,017,211	57.68%
Boothbay	4,746,124	35,501,008	27.67%
Southport	2,513,560	18,801,429	14.65%
TOTAL	17,155,033	128,319,647	100.00%

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 manager reported that after the most recent COVID-19 outbreak, staff was now back healthy and sound. The manager made the board aware that personnel vacations were in full swing with 40% of staff on, or nearing vacations, but assured the board that all positions were fully staffed, and all commitments were currently being met.

- b. **Training Update** – The manager reported that staff were now attending on-line training, or on-demand training to meet license commitments, almost exclusively. The manager believes this was a product of improving technology and that the pandemic caused a shift in the training paradigm. Except for conventions, and special events, the bulk of personnel training would forevermore be on-line. That said, the manager went on to inform the board that the AM was in the process of contracting with New England Water and Wastewater Training Associates (NEWWTA) to arrange license certification training in person, and on-site, in that the training now offered by the trade organizations was now providing for license certification was proving ineffective. It was hoped that NEWWTA will enhance the passing rate for upcoming licensing testing.

- 7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance remained at 100% efficiency. Key chemical additions remained average for this time of year. For the previous period, finish water production averaged 0.5897 MGD, running significantly under that recorded for the same period in 2021 which averaged 0.7876 MGD. Adams Pond is currently at 98.15% usable capacity equaling 244.6 MG in reserve and Knickerbocker Lake remains at 100% capacity.
 - a. **Security Package** – Project is in-process
 - b. **2022 Filter Overhaul** –No change in status
 - c. **Administration Office Door Replacement** – Completed 8 & 9 June 2022.

- 8. **DISTRIBUTION DIVISION (DD)** –The manager reported the DD continued concentrating on “whiteboard projects”, normal job order activities, and much work supporting the Maine Department of Transportation (DOT) regarding adjusting district equipment to support the ongoing DOT paving operations region-wide.

On 7 June 2022 a major leak was discovered on Middle Road in Boothbay Harbor which was repaired promptly and most likely was the source of recent elevated production readings reported by the TD. The manager stated that the good news was that a complete leak detection survey had been completed on the high-pressure system showing no leaks. Leak detection on the low-pressure side continued and was now going to be a continual process. The manager briefly described the remote sensing equipment and procedures employed by the district to continue leak detection.

- 9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status

- 10. **LAND ACQUISITION UPDATE** – The manager reported that on 7 June 2022 the district closed on the McFarland Property using funds from the SWEEP account. The applications to the Maine SRF for the property acquisition loan through the Maine Bond Bank (MBB) and associated principal forgiveness remained in-process.

- 11. **CAMERON POINT SEASONAL WATER MAINS** – The manager reported that Chairman Gamage, the distribution foreman and he would be arranging a meeting with a key landowner in hopes of obtaining an easement to complete the first of two loops associated with this project. The landowner would next be in Southport after 21 June 2022 with a meeting to follow shortly thereafter.

12. **OCEAN POINT WATER MAIN LOOPING PROJECT-** The manager reported the BRWD had already invested \$98,500.00 thus far, submitting these invoices to the MBB for reimbursement which he thought should be happening shortly. The district was prepared to support ledge probing which was scheduled to commence the week of 20 June 2022. The manager reported that *E J Prescott* is helping *Dirigo Engineering* develop a detailed parts list for the project. Once that information was in-hand the final bidding documents could then be completed. The manager provided the board a copy of the final design, minus the ledge profile, for their inspection.
13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – No change in status.
14. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – No change in status
15. **SOLAR ENERGY** – The manager reported that he had visited the town of Boothbay regarding a report on the viability of the landfill site located on Country Club Road as a location for a solar farm. The manager reported that he had met with the town manager who advised him that all he had received was a verbal report from the town of Boothbay consultant stating the landfill was not a good location for a solar farm. No specific information was provided to the town of Boothbay, The manager informed the board that it was his intention to revisit this concept with *Revision Energy* the week of 20 June upon my return from vacation.
16. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** –No change in status
17. **BOOTHBAY HARBOR SEWER DISTRICT (BHSD) PROPOSAL** – The manager presented to the board a letter received from the Chairman of the Board for the BHSD requesting a board-to-board meeting to discuss the possible formation of a utilities district. After lengthy discussion the board agreed to meet with the BHSD to discuss any possibilities regarding a possible utilities district and instructed the manager to formulate “talking points” for the board to consider.
18. The meeting was adjourned at 2000 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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