

12 July 2022

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 28 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 Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Stover, Boothbay; Trustee Blakeslee, Boothbay. Harbor; Jonathan Ziegler, Manager, Marcia Wilson, Administrative Manager (AM). Guest: None. Absent: None.

1. The board approved the minutes for 14 June 2022.  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
2. The board approved payroll for 14 June 2022 & 21 June 2022  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
3. The board approved transactions for 13 June 2022 through 24 June 2022  
*Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.*
4. **ADMINISTRATION**– The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 28 June 2022*. The value for the billing to be released on 1 July 2022 was \$66,610.16. The manager informed the board that unpaid seasonal service accounts must be settled by 30 June 2022 or would be disconnected. As of that day, approximately 70 “door hangers” or 24-hour notices, would be installed at delinquent properties the following day. During the previous period the district received two (2) new service applications and added two (2) new seasonal customers.
  - a. **Boothbay Property Tax Reimbursement** –Trustee Blakeslee requested the manager set up a meeting for he and the town manager of Boothbay to meet and discuss efforts made thus far regarding this effort.
  - b. **Budget Performance Report as of 31 May 2022** – The AM provided a detailed budget performance report noting no significant variants and satisfactorily answering all board questions or concerns.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> Cash Account Status Report as of 28 June 2022	
Account	Balance
Business Checking	\$ 27,847.85
Deposit Sweep Account	\$ 183,333.66
<b>Liquidity Total</b>	<b>\$ 211,181.51</b>
<b>DESIGNATED FUNDS</b>	
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
<b>Designated Fund Total</b>	<b>\$ 646,454.82</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 857,636.33</b>

5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) –

*McFarland property land acquisition: The Drinking Water Program loan application process has been completed. We submitted our application to the Maine Municipal Bond Bank last week. Once we have their approval, we will proceed with PUC approval. This is likely to take a few months to complete.*

*The BR CDWI/BRWD/BRLT's landowners outreach event at the Watershed Tavern on June 21 went extremely well. Ten landowners attended and three others have indicated that they would like to discuss conservation options. We have a meeting scheduled to discuss fundraising with the Land Trust.*

*Invasive control work: Maine Conservation Corps began invasive plant removal last week and will complete their work this week. They revisited the area in the forested buffer cleared last year and completed invasive plant removal in the rest of the buffer. They are now working on Adams Pond Road invasives. A couple of photos of the knotweed hardware cloth project on RT 27 are attached (Figures 1 & 2). The knotweed is growing through the hardware and then is cut off as it grows too large for the mesh size.*

*We are developing plans for non-point source pollution control projects with our crew and Town of Boothbay along Adams Pond Road (north end of pond and watershed tavern) and Back River Road.*

Figure 1



Figure 2



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)** – Staffing was reported to be currently at 100% with no HR issues to report.
  - 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. Due to recent rains the water quality in Adams Pond had degraded, while the water quality in Knickerbocker Lake showed no change. Key chemical additions had elevated to 25% above average for the time of year. For the previous period, finish water production averaged 0.7830 MGD, running significantly under that recorded for the same period in 2021 which averaged 0.8275 MGD. Adams Pond was currently at 94.46% usable capacity equaling 235.4 MG in reserve and Knickerbocker Lake remained at 100% capacity. Switch over to Knickerbocker Lake was currently scheduled for the week of 18 July 2022.

The manager informed the board that chemical deliveries had consistently been delayed due to supply chain issues. However, the current inventory is sufficient 60-90 days out. Lastly, annual calibration of all district Mag-meters would be completed by weeks end by *Sullivan & Associates* to ensure compliance with all state reporting requirements.

- a. **Security Package** – All hardware and services had been ordered and the district was waiting for delivery.
  - b. **2022 Filter Overhaul** –No change in status.
  - c. **Standpipe Generator Update** – During the previous period the generator installations for both Thompson Standpipe and the Kenniston Hill Standpipe had been completed with the back-up generators now in-service.
8. **DISTRIBUTION DIVISION (DD)** –The manager reported the DD continued concentrating on “whiteboard projects”, normal job order activities, and continued its considerable support for Maine Department of Transportation (DOT) region-wide paving operations.

During the previous period the BRWD construction trailer had been taken to *On the Road* for needed maintenance which was successfully completed. Much work was completed on Dogfish Head Road in Southport upgrading seasonal water main as well as Bayberry Road where a 320-foot water main extension was installed for district convenience.

During the previous period the Squirrel Island Main with the help of the Squirrel Island Village Corporation (SIVC) with zero leakage noted. The service to Tumbler Island had been found to be leaking with a 14-day disconnect notice issued.

With many seasonal customers now in the region, the district was experiencing a rash of broken meters and meter boxers due to vehicular collisions. All have been repaired with the new meters purchased by the customers. Currently the construction of protective valve boxes had been stepped up, with construction in the district’s woodshop constant during down periods.

Lastly, the next round of paving was scheduled to take place 30 June 2022 to be completed by *B. Fabiano Paving* with DD staff support.

9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status.
10. **LAND ACQUISITION UPDATE** – No change in status.
11. **CAMERON POINT SEASONAL WATER MAINS** –In process.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT**- The manager reported bid document compilation was currently in-process with the AM working the final order for funding with the MBB and State Revolving Fund (SRF). The first pay requisition was pending with the district owed approximately \$95,000.00 for reimbursement for engineering services thus far. Chairman Gamage pointed out that the following pay requisition would require the district to be reimbursed for recent ledge probes.
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** –No change in status.
16. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** –No change in status
17. **BOOTHBAY HARBOR SEWER DISTRICT (BHSD) PROPOSAL** – During the previous period, Trustee Tharpe, the AM and manager developed “talking points” as directed to be referred to by board members as necessary. Additionally, Chairman Gamage initiated a letter to the BHSD board of trustees on 15 June 2022, accepting their offer to meet at the Southport Town Hall on either 12 July 2022 or 26 July 2022 at 1730 hr. without managers present.
18. **BREAKNECK RIDGE ROAD WATER MAIN EXTENSION** – The manager informed the board that individuals along Breakneck Road, Trevet, Maine had requested an approximate 400-foot water main extension of two-inch high-density polyethylene (HDPE) seasonal water main to serve individual residences. The manager informed the board a contract for water main extension had been completed with the estimated cost, \$6,264.24, for the main extension, paid in full. Management recommended the board approve the construction of this new water main. The board approved the construction of the new water main.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous*
19. Trustee Blakeslee requested that all correspondence from the chairman of the board be provided to the board in real time, electronically.
20. The meeting was adjourned at 1920 hr.  
*Trustee Climo motioned, Trustee Anthony second, vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager

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