

26 July 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 12 JULY 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 Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager, Marcia Wilson, Administrative Manager (AM). Guest: None. Absent: Trustee Stover, Boothbay.

1. The board approved the minutes for 28 June 2022 with revisions.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
2. The board approved payroll for 28 June 2022 & 5 July 2022
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 27 June 2022 through 8 July 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 12 July 2022*. The value for the billing to be released on 1 August 2022 was in-process. Seasonal service accounts were settled on 30 June 2022 resulting in only 4 disconnections of service. During the previous period the district received six (6) new service applications and added one (1) new seasonal customer.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 July 2022	
Account	Balance
Business Checking	\$ 25,157.37
Deposit Sweep Account	\$ 297,995.95
Liquidity Total	\$ 323,153.32
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,343.60
Land Acquisition Fund	\$ 2,516.57
Capital Reinvestment Fund	\$ 283,170.22
Mt Dora Easement Escrow	\$ 4,789.57
Southport Sinking Fund	\$ 55,992.42
EBB Upgrade 91-20	\$ 62,303.12
Bank of Maine Unemployment CD	\$ 17,357.02
Designated Fund Total	\$ 446,472.52
TOTAL CASH RESERVES	\$ 769,625.84

- a. **Cash Transfer** – On 11 July 2022 the district transferred \$200,000.00 from Capital Reinvestment to the SWEEP account to meet upcoming liabilities. This transfer was completed with the consent of the Treasurer. The manager reported that the treasurer had requested a meeting between she, the AM and manager to develop strategies to ascertain why this was needed and to develop a strategy to limit this in the future. The date for that meeting had not been set with the AM to work with the treasurer on time and availability.
 - b. **Boothbay Property Tax Reimbursement** – On 6 July 2022 trustee Blakeslee and the manager met with the town manager of Boothbay Harbor to discuss the current effort underway regarding property tax reimbursement for the town of Boothbay. The meeting was positive with trustee Blakeslee to discuss with the board of selectmen of Boothbay Harbor.
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** – The annual Maine water Utilities Association (MWUA) Summer Picnic will be held at the Cumberland Fairgrounds on 11 August 2022. Once again, the district would attempt to be the Maine State Pipe Tapping Champions. The manager added that besides good food and fun there would be a training session on vacuum excavation for license credit. All trustees were made aware that if interested, to please let the AM know. Lastly, Also, continual safety training as well as Class II and Class IV operator training was being scheduled by the AM with New England Water and Wastewater Training Associates (NEWWTA) with dates yet to be determined.
7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance remained at 100% efficiency. Due to recent drought, water quality in Adams Pond had greatly improved, while the water quality in Knickerbocker Lake had shown no change. Key chemical additions were now averaging 25% below normal. For the previous period, finish water production averaged 0.8825 MGD, outpacing that recorded for the same period in 2021 which averaged 0.8231 MGD. Adams Pond was currently at 87.68% usable capacity equaling 218.5 MG in reserve, a reduction of 6.78% of usable capacity in the previous period, and Knickerbocker Lake remains near 100% capacity. The switch over to Knickerbocker Lake was scheduled for the week of 18 July 2022 with the Knickerbocker Lake Association (KLA) already notified.
- a. **Security Package** – *Cunningham Security* would be here on 19 July 2022 to begin installing security upgrades to districts storage tanks.
 - b. **2022 Filter Overhaul** –No change in status.

2022 Drought Report - Since the previous report the Boothbay Region Water District has entered D1 – Drought Status (*Moderate Drought*). The drought now encompassing 74% of the state with 38% in D1 status. As a reminder, the drought scale is measured D0 (*Unusually Dry*), D1 (*Moderate Drought*), D2 (*Severe Drought*), D3 (*Extreme Drought*) and D4 (*Exceptional Drought*). The manager concluded his report stating the district was in monitoring mode with no board action needed or requested at this time.

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.

On 30 June 2022, the latest round of paving was completed by *B. Fabiano Paving* with DD staff in support. The operation went smoothly with no incidents noted. The hydrant hit by a contractor on Southport was to be replaced on 13 July 2022 and put back into service.

The manager informed the board that he had committed staff to contribute to the Clifford Playground project, completing the fusing and installation of a seasonal water main to be used for new public restrooms. The board approved the managers action.

On 21 July 2022, the district is sponsoring a Gravel Roads Workshop which will be heavily attended by DD staff for general knowledge.

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 even though the bid documents were complete, due to MBB inaction with financing commitments, the project is now on-hold.
13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – No change in status.
14. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – The manager reported that since the previous report the DD had completed approximately 80% of the fusing needed to complete the project. A road opening permit has been drawn by the district from the town of Boothbay with needed excavation on Knickerbocker Road to occur later that week.
15. **SOLAR ENERGY** –No change in status.
16. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** –The manager reported that the final design had been completed with no date for bidding known at this time.
17. **BOOTHBAY HARBOR SEWER DISTRICT (BHSD) PROPOSAL** –During the previous period, the district received a letter from the BHSD agreeing to a meeting of boards, without management, to be held on 26 July 2022 at 1730 hr. at the Southport Town Hall.

18. **BREAKNECK RIDGE ROAD WATER MAIN EXTENSION** – The manager informed the board that the materials were on order with a start date for this project yet to be determined.

19. **PROPOSED USE OF DISTRICT SIGNPOST** – The manager reported that on 7 July 2022, Mr. Ken Rayle met with him inquiring if the signpost owned by the district and used for seasonal shutdown notification, could be used from Memorial Day to Labor Day to list Boothbay Region High School Team Championships. The manager informed the board that that decision would have to be a board action. The manager provided the board with the materials Mr. Rayle had provided showing what would be included. The board approved Mr. Rayle’s request provided all permits and insurances were obtained prior to installation.
Trustee Climo motioned, Trustee Blakeslee second, vote: Yea unanimous.

20. Trustee Anthony led a discussion concerning PFOA/PFAS expressing concern over contaminated areas and the use of “Nutramulch” (a product using contaminated sewer sludge, mixed with a carbon source, to create compost) at the Coastal Maine Botanical Gardens (CMBG). The board informed the manager to publicly post the results of the upcoming state compliance testing for PFOA/PFAS to be performed by the district.

21. The meeting was adjourned at 1940 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager