

28 December 2021

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 14 DECEMBER 2021

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 Blakeslee, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. Guest: Marcia Wilson, Administrative Manager; Absent: None.

1. The board approved the minutes for 23 November 2021.  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: unanimous.*
2. The board approved payroll for 9 November 2021 & 16 November 2021.  
*Trustee Climo motioned, Trustee Tibbetts second, roll call vote: Yea: Anthony, Climo, Tibbetts, Gamage, Nea: none, Abstained Tharpe, Blakeslee, Bellows.*
3. The board approved transactions for 22 November 2021 through 10 December 2021  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*
4. **ADMINISTRATION** – The manager provided the board with Table 1- *Boothbay Region Water District Cash Account Status Report as of 28 December 2021*. The billing to be released 1 January 2022 remains in-process with a value to be reported at the 28 December 2021 trustees meeting. During the previous period the district received no new service applications but added one (1) new year-round customer.
  - a. **Website Overhaul** – The manager reported that during the previous week our contractor submitted a makeup of the website. Trustee Tharpe had reviewed and commented on the website design as designated trustee. A meeting with contractor was set tentatively on 20 December 2021 to go over the proposed changes of format. In addition, I have received comments on separate matters pertaining to the webpage by trustee Blakeslee which will also be addressed at that time. The manager was confident a very modern and user-friendly page will be up and running in the first quarter of 2022.
  - b. **2022 Budget Update** – The manager reported that much effort had been put into this project since the previous trustees meeting. However, managements budget proposal was still not at a point where it is ready to be presented to the trustees for consideration. The manager had targeted a draft to be sent by electronic means, to each trustee by weeks end. The manager stated that he was in the process of revamping the executive summary to answer as many historical trustee questions as possible, as well as make proposals for projects. Trustee Blakeslee inquired if there was a need to have the budget in-place by years end to which the manager replied not necessarily if in-process.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 14 December 2021</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 10,350.54
Deposit Sweep Account	\$ 452,345.49
<b>Liquidity Total</b>	<b>\$ 462,696.03</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 20,341.57
Land Acquisition Fund	\$ 2,514.92
Capital Reinvestment Fund	\$ 150.67
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 46,659.06
EBB Upgrade 91-20	\$ 62,295.88
Bank of Maine Unemployment CD	\$ 17,326.04
<b>Designated Fund Total</b>	<b>\$ 154,361.19</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 617,057.22</b>

- c. **Andrews Toman Source Water Award** - On 8 December 2021 the district received this Maine Rural Water Association (MRWA) award for outstanding performance regarding the districts efforts in protecting both Adams Pond and Knickerbocker Lake. The district is the first two-time recipient of this award, with Sue Mello receiving the award on behalf of the district.
- d. **Best Tasting Water Competition** – On 9 December 2021 the district won “Maine’s Best Tasting Water – Disinfected Division” presented at the MRWA annual conference. Unfortunately, the district was edged out as overall winner, by one vote, as overall best tasting water, leaving that honor to the Kingfield Water District, winner of the non-disinfected division and worthy winner.
- e. **Brewer Response** - On 29 November 2021, Chairman Gamage signed a letter and hand delivered it to Mr. Marc Brewer as ordered by the board. Also included in this package was a file copy of all previous correspondence from the district to Mr. Brewer for his reference and files.
5. **NATURAL RESOURCES** - The following is a written report to the board, authored by the Natural Resource Program Manager (NRPM) – Nothing new to report.

*We are working to finalize 319 and MNRCP grant reporting, as well as the Knickerbocker Lake withdrawal permit report, by end of the year.*

*We applied for a Maine Conservation Corps Crew in 2022 to continue invasive plant removal work.*

*We continue to meet with the Boothbay Region Clean drinking water initiative, with the current focus on public outreach and education. The water district purchased a watershed model (a physical model used for education) that will be used primarily by Tracey Hall, the Land Trust's Environmental Educator) in her work with local schools.*

*On December 7, we blocked ATV access to about 0.6 mile of trail through the former Hamrin property (required to exclude ATVs by MNRCP grant) and along the back side of Wade's Pond (former Clifford property). About 20 trees were dropped, many of them hemlocks already dying from woody adelgid infestation. There was a bit of a flap on Facebook from disgruntled ATV users.*

Figure 1. Map showing district properties (outlined in red and blue)

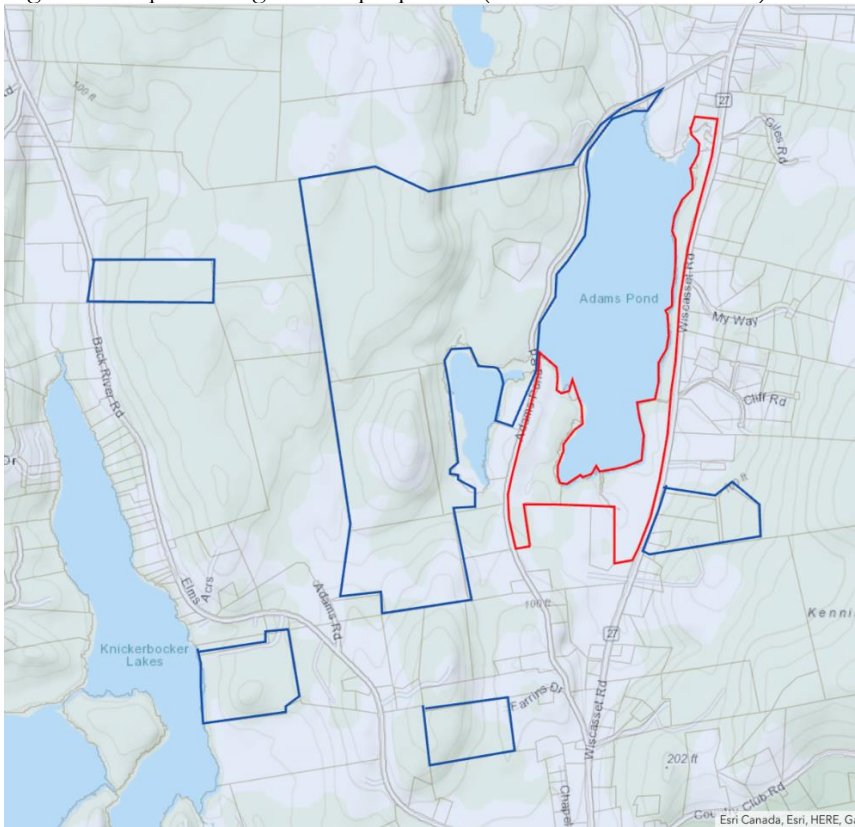


Figure 2. Map showing locations where ATV access was blocked on district property (large orange circles)



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)** – On 7 December 2021 utilities technicians Stephen Reny and Hunter Arsenault successfully completed their probationary periods and were made permanent employees of the district. This week, management’s goal was to complete all the non-supervisory staff performance evaluation with supervisory evaluations to be completed by me by 22 December 2021.
  - b. **Training Update** – On 8 & 9 December 2021 staff attended, either whole or in part, the MRWA annual conference (previously referenced). The conference content was, as usual, strong with many training credit hours earned by all.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period showed significant improvement with filter performance improving to 91% and clarifier performance dropping to 63% efficiency. That said, wastewater per unit of finish water produced had dropped. Key chemical additions have dropped to approximately 70% above average for the time of year.

For the previous period, finish water production averaged 0.2860 MGD, much less than that recorded for the same period in 2020 which averaged 0.3374 MGD.

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

- a. **Security Package** –Nothing new to report
  - b. **2022 Filter Overhaul** –. On 30 November 2021 the district received a quote from *Marvel A. Payeur Inc.* for \$190,000.00 for rehab of both filters plus a quote on vacuum services of \$15,000.00 for both filter units. Because this is a time sensitive offer and scheduling for this project was tight, the manager recommended to the board that they approve this quote, which is accounted for in the 2022 budget proposal. The chief treatment plant operator (CTPO) was working with the Boothbay Region Refuse Disposal District (BRRDD) for disposal of all filter media waste generated.
  - c. **Pinkham Standpipe Emergency Generator Install** – On 24 November 2021 the generator and transfer switch were installed. The system has been tested successfully and is now in service. This project is considered now complete.
8. The board approved the proposal submitted by *Marvel A. Payeur Inc.* for the twin Trident filter overhaul.  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous.*
  9. **DISTRIBUTION DIVISION (DD)** –The manager reported seasonal water shutdown was completed on 2 December 2021. The delay was caused by unfamiliarity of the system by very junior staff and being caught in a freeze. Whiteboard projects continue to move forward, and the DD remains up to date with all regulated programs within their responsibility.
  10. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 30 November 2021 the group met with Lincoln County officials to promote a study for water system consolidation in Lincoln County. Subsequently, the manager reported that he had discussed this concept with Lincoln County and provided information as to why this project met all criteria for being a critical infrastructure study for the county. The manager informed the board that Lincoln County was considering using its American Rescue Plan (ARPA) funds to perform the study to provide a blueprint for the district and Great Salt Bay Sanitary District to the 5-Rivers grid.
  11. **LAND ACQUISITION UPDATE** –Nothing new to report
  12. **CAMERON POINT SEASONAL WATER MAINS** – No change in status.
  13. **OCEAN POINT WATER MAIN LOOPING PROJECT**- The manager informed the board that this project would be proposed in the 2022 budget. On 13 December 2022 he had received notification from the Maine Drinking Water Program (DWP) that this project scored 8<sup>th</sup> on the state revolving fund (SRF) primary list. The project cost estimate, of \$4,211,000.00, would receive a grant funding equaling \$2,526,600.00, leaving the district to finance \$1,684,400.00 through the Maine Bond Bank (MBB) at an estimated 1.5%.
  14. **BHSD FULLERTON STREET PROJECT** – The manager reported that he had written both the sewer district and *Wright-Pierce* thanking them for inclusion in the planning process but unfortunately the district could not participate in this project, estimated at \$900,000.00 for the district’s share, due to multiple other, ongoing capital improvement commitments at this time.

15. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** – No change in status
16. **STONE COVE ROAD SEASONAL WATER MAIN EXTENSION PROJECT** –  
Nothing new to report
17. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** –  
Nothing new to report.
18. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(C) *acquisition of real property or economic development* at 1857 hr.  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous*
19. The board came out of executive session at 1906 hr.  
*Trustee Climo motioned, Trustee Anthony second, roll call vote: unanimous*
20. Trustee Tharpe instructed the manager to include discussion of Solar Power on the meeting agenda for 28 December 2021.
21. The meeting was adjourned at 1910 hr.  
*Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous.*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager

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