

27 September 2022

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING OF 13 SEPTEMBER 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. Guest: None. Absent: Trustee Stover, Boothbay; Marcia Wilson, Administrative Manager (AM).

1. The board approved the minutes for 9 August 2022.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
2. The board approved payroll for 9 August 2022, 16 August 2022, 23 August 2022, 30 August 2022 & 6 September 2022.
Trustee Climo motioned, Trustee Anthony second, vote: Yea unanimous.
3. The board approved transactions for 8 August 2022 through 19 August 2022 & 22 August 2022 through 9 September 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 13 September 2022*. The value for the billing released on 1 September 2022 was \$63,646.05. During the previous period the district received seven (7) new service applications and added three (3) new seasonal customers, one being an emergency on Lincoln Street in East Boothbay.
 - a. **BRWD Budget Performance Report as of 31 July 2022** – The manager reported that the AM was currently on vacation. The board reviewed the paper copy resubmitted of the budget performance with no concerns noted.
 - b. **Billing Software Update** – The manager reported that the AM and CSR had been working diligently on this effort with several vendor meetings as well as field trips planned to GSBSD and KKWD later in the month. The manager relayed that he had been assured that there would be a detailed proposal for the acquisition of new billing software, as well as an implementation plan, for the board to review in the 2023 BRWD Budget.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 13 September 2022	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 463,867.96
Liquidity Total	\$ 488,867.96
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,344.62
Land Acquisition Fund	\$ 2,516.66
Capital Reinvestment Fund	\$ 283,180.94
Mt Dora Easement Escrow	\$ 4,789.64
Southport Sinking Fund	\$ 55,995.24
EBB Upgrade 91-20	\$ 62,305.24
Bank of Maine Unemployment CD	\$ 17,357.02
Designated Fund Total	\$ 446,489.36
TOTAL CASH RESERVES	\$ 935,357.32

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

McFarland property land acquisition: Our application for a DWP loan will be before the Maine Bond Bank Board for approval on September 28. Once approved, we will proceed with the PUC approval process.

Maine Conservation Corps successfully completed invasive plant removal from Adams Pond buffer behind District office, as well as most of the invasives along the Adam Pond Road/pond corridor.

The knotweed experiment on Route 27 (installed 1/2' inch hardware cloth over an area of knotweed along Rt 27 corridor to deter growth) was not successful but instructive. Although the hardware cloth initially cut through stalks and they died, many stalks were able to persist. As of September, knotweed within the hardware cloth is relatively thick and in bloom.

BR CDWT: We are in the planning stages for three public events in the fall at the Boothbay Region Land Trust (annual members' meeting Paul Hunt and BR CDWT speakers), CMBG (Native plant oriented free event for property owners (CMBG and BR CDWT speakers) and Rotary presentation (Bigelow and BR CDWT speakers). I'm working with Jonne Trees on a short ad to be used by the Harbor Theater with their preview reel.

BRLT Annual Member meeting on September 24 at 4 pm at Oak Point Farm will feature Paul Hunt, Portland Water District. If any trustee is interested in attending, please let Jon know so we can get tickets for you.

Our planned shoreline stabilization project on the north side of Adams Pond should be completed in the next couple weeks. We plan to install Bio-D blocks along the north side of Adams Pond Road in the next two weeks while water levels are low. If successful, this project will convert a failing riprap slope to a vegetated bank. See attached plan. Our crew will do the work.

Concerns about the potential toxicity and runoff from the rubber mulch installed at Clifford Playground are being investigated.

First plans for improvements at the old Adams Pond pump station have been developed by Dirigo and reviewed by staff. Revised plans are in the works.

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 manager reported the district’s “Mud Dogs” had won the Maine State Pipe Tapping Competition. On 21 September 2022, New England Water & Wastewater Training Associates (NEWWTA) will be on-site to provide Class I & II Distribution license training and Class IV Distribution and Treatment license training. This training was reported to be completed over two-weeks after which many employees will be sitting for appropriate exams. In addition, forklift qualifications and flagger training would also be completed during this training cycle.
7. **TREATMENT DIVISION (TD)** –The manager reported current filter train efficiency for both filter and clarifier performance remained unchanged with clarifier efficiency at 91% and filter efficiency at 87%. Key chemical additions remained an average 15% below normal. For the previous period, finish water production averaged 0.7727 MGD, outpacing that recorded for the same period in 2021 which averaged 0.7611 MGD. Adams Pond remains at 81.66% usable capacity equaling 203.5 MG in reserve. Knickerbocker Lake had dropped to record low level.
 - a. **2022 Filter Overhaul** –No change in status.
 - b. **Knickerbocker Lake Withdrawal Report** – Withdrawal operations were suspended on 12 September 2022. Table 2 is the current withdrawal report as of 12 September 2022. All reports are updated on the district’s website.
 - c. **2022 Drought Report** - Since the previous report the Boothbay remains in a D2 – Drought Status (*Severe Drought*). The D2 – Drought are in Maine has shrunk considerably since the previous report and is a Midcoast phenomenon including the coastal communities from Scarborough to Belfast. As a reminder, the drought scale is measured D0 (*Unusually Dry*), D1 (*Moderate Drought*), D2 (*Severe Drought*), D3 (*Extreme Drought*) and D4 (*Exceptional Drought*).
 - d. **Fluoride Problem** – On 6 September 2022 I informed the board that the district was no longer adding fluoride to the water supply due to extreme supply chain issues in obtaining sodium fluoride. By law, the district had a 30-day grace period before a notice of violation would be issued to the district in the form of a treatment violation, with the next critical date being 6 October 2022. The board was advised that it was highly unlikely that the district would have sufficient chemical (i.e NaF) by that date.

Table 2			
2022 Knickerbocker Lake Withdrawal Report			
Start Date	End Date	Withdrawal (gal)	Permitted Balance (gal)
Annual Permitted Withdrawal (gallons)			51,500,000
19-Jul-22	24-Jul-22	4,446,700	47,053,300
25-Jul-22	31-Jul-22	7,063,300	39,990,000
1-Aug-22	7-Aug-22	7,903,400	32,086,600
8-Aug-22	14-Aug-22	6,631,900	25,454,700
15-Aug-22	21-Aug-22	6,352,400	19,102,300
22-Aug-22	28-Aug-22	5,545,200	13,557,100
29-Aug-22	4-Sep-22	5,612,200	7,944,900
5-Sep-22	12-Sep-22	6,607,100	1,337,800
TOTAL WITHDRAWN (gal)		50,162,200	

8. **DISTRIBUTION DIVISION (DD)** –The manager reported the DD continued “whiteboard projects”, normal job order activities, estimates for establishment of services and routine maintenance activities. The manager then stated to the board that for the record, the Distribution Foreman had been on a well-deserved, extended vacation. In his absence, the Assistant Distribution Foreman (ADF), Mr. Shawn Simmons had led the DD magnificently even though two FTE’s short, meeting all emergent work with no delay and making significant forward progress handling district affairs. The manager stated that he was very impressed with Mr. Simmons performance since he was promoted to ADF, and during August 2022 in particular, feeling this superior performance must be brought to the board’s attention. The manager concluded this report by stating to the board, the DD’s leadership (Mr. Dale Harmon & Mr. Shawn Simmons) was second to none.
9. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status.
10. **LAND ACQUISITION UPDATE** –Reimbursement of \$150,000.00 for the purchase of the McFarland Property would be taken up by the Maine Bond Bank (MBB) on 18 October 2022.
11. **CAMERON POINT SEASONAL WATER MAINS** –Awaiting a second chance.
12. **OCEAN POINT WATER MAIN LOOPING PROJECT** – The manager reported that this project was finally funded by the MBB with the district reimbursed for all expended on this project thus far. Since the funding came through the project had been put out to bid, with the bid opening scheduled for 20 September 2022 at 2 p.m. Both the chairman and vice-chairman would be on-hand to open bids. Work was to officially start 15 April 2023 but there were provisions to complete most of the project as “winter work”, meaning if the contractor could secure local permits the project can be completed starting in November or sooner. The manager explained that the project was a prime candidate for winter work which may provide the district with a break in the cost in that contractor’s slow period is winter and they look very hard at major construction projects that provide cashflow during this period.

13. **ALTERNATIVE FILTER WASTE DISPOSAL STUDY** –On 28 September 2022 *Dirigo Engineering* will be on-site to begin engineering work for this project as well as begin the final design and bid documents. This project is intended by management to be the 2023/2024 capital improvement project which will recycle the 10% of water extracted by the district from Adams Pond and Knickerbocker Lake as well as greatly reduce operational contractor costs with the reduction in sewerage disposal.
14. **KNICKERBOCKER ROAD SEASONAL WATER MAIN LOOPING PROJECT** – Completed 19 August 2022 with all road/driveway crossings either repaired or temporarily repaired awaiting paving. The new water main had been pressure tested and disinfected, being put into service 23 August 2022, providing a critical loop for Sawyers, Hodgdon and Barters Island supply. No board action was needed for acceptance in that this project has been previously approved by the board and no third-party funds were used in its construction.
15. **SOLAR POWER** – No change in status.
16. **GRANDVIEW AVENUE WATER MAIN REPLACEMENT PROJECT** – Due to unfavorable bid returns for this project, as of 12 September 2022, the project has been cancelled.
17. **DEBT LIMIT** – The manager had begun looking at an appropriate debt limit number and plan on meeting with AM to solidify a solid number which would be satisfactory for the district for the next decade. Included in the upcoming proposal would be not only justification but a listing of talking points for the board to use in promoting this change, targeting 2023 town meetings for ratification.
18. **METER DOWNSIZE REQUEST – HALL FUNERAL HOME** – The board approved a request from Hall Funeral Home, 975 Wiscasset Road, Boothbay, downsizing its existing one (1) inch meter. The manager provided the board documentation determining a 5/8” meter is acceptable to serve this facility. The board approved the meter downsize request.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.
19. **WESTPORT ISLAND REQUEST** – This request was forwarded on to *Wright-Pierce Engineers*.
20. **METER DOWNSIZE REQUEST – METZ** – The board approved a request from [REDACTED] Juniper Point Rd., West Boothbay Harbor, Maine, downsizing its existing 3/4- inch meter. The manager provided the board documentation determining a 5/8” meter is acceptable to serve this facility. The board approved the meter downsize request.
Trustee Climo motioned, Trustee Tharpe second, vote: Yea unanimous.

21. **BARTERS ISLAND SEASONAL WATER MAIN UPGRADE** – The manager informed the board that he had met with *Dirigo Engineering* concerning a design to correct seasonal water main flow issues on Barters Island and had received a verbal notification that the best action to increase flow was to replace the existing 2” water main on East Side Road with 4” high density polyethylene (HDPE) pipe and extend that main the entire distance of East Side Road and Cross Road, tying into the existing 2” HDPE water main at the intersection of Cross Road and West Side Road. Trustee Climo asked the manager to estimate the cost of the project in which he was informed the material cost would be around \$90,000.00. The manager informed the board that he would be making a formal request for this Paygo project at an upcoming meeting to be completed by seasonal water turn-on 2023.
22. The meeting was adjourned at 2005 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous.

END OF MINUTES