

23 July 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 JULY2019**

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 Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 25 June 2019.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
2. The **Payroll** for weeks ending 25 June 2019 & 2 July 2019.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
3. The **Transactions** for the period of 24 June 2019 through 5 July 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
4. **ADMINISTRATION** – The manager presented the board with Table – *Boothbay Region Water District Cash Account Status Report as of 8 July 2019*. Meter reading was in-process for the August Billing which should consist of a sufficient funding to fully fund the Capital Reinvestment Fund to cover the 1 October 2019 consolidation loan payment. In the previous period the district added one (1) new customer with several still pending.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 9 July 2019	
Account	Balance
Business Checking	\$ 25,413.41
Deposit Sweep Account	\$ 393,120.19
Liquidity Total	\$ 418,533.60
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 200,001.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 217,662.08
TOTAL CASH RESERVES	\$ 636,195.68

5. **NATURAL RESOURCES PROGRAM** – The following report has been provided by the Natural Resource Program Manager (NRPM):

1) *We are prepared to close on Linda Sherman's property on Wednesday, July 10. Deed and closing document are attached.*

2) *We are ready to go to bid for the Pine Woods Road, DEP 319 non-point source remediation project and are working now to secure easements.*

3) *We are sponsoring a septic system class for homeowners at the Boothbay Town Office on Tuesday, July 9 at 12:30. As of Monday noon, we have 20 attendees signed up. We will also video the class and make that available on various platforms.*

4) *Land acquisition: The PUC is scheduled to consider our request for a waiver to establish a separate land acquisition account on July 16. The Land Acquisition policy/prioritization document is still in works but has been somewhat derailed by another projects/holiday. We are considering a requested proposal from Forrest Bell Environmental to estimate the total number of acres we need to conserve in both watersheds to protect water quality. This would be useful for setting fundraising target.*

5) *Work on controlling invasive plants on BRWD land, water quality monitoring and education series continues.*

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 treatment plant operator Scott Campbell will be medically cleared to report back to work on 23 July 2019 with no restrictions.
- b. **Training Update** – Nothing new to report
- c. **Managers Vacation-** the manager informed the board that he would begin vacation on 24 July 2019 and return to work on 31 July 2019.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report remained unchanged at 100% efficiency for both filter and clarifier performance. Raw water quality remained stable, if not somewhat poorer than normal. Adams Pond had in reserve 228 MG. Key chemical additions remain approximately 10% above of normal with no taste or odor issues.

For the second report in a row finish water production is below 2018 consumption with average daily production increasing to 0.8638 MGD as compared to 2018 production for the same period of time equaling 0.8752 MGD.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD remained focused on completing the color coding of fire hydrants in accordance with National Fire Protection Association (NFPA) standards. The DD was current on all cross-connection control testing system wide.

The manager reported that the district was now in the summer doldrums with job orders slowing considerably. In the previous period the DD responded to 18 Dig Safe requests in the previous period.

- a. **New Building Status Report** –*Dirigo Engineering* should complete the design and deliver later that week.
- b. **New Replacement Vehicle** - On 25 June 2019 the distribution foreman and assistant distribution foreman toured the service body factory in Waterville and placed an order for the new service body to be installed once delivery of the truck has been taken later this fall.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The meeting of 27 June 2019 was cancelled

10. **LAND ACQUISITION UPDATE** – The manager reported that the closing for the Sherman property was scheduled for 10 July 2019 at Griffin Law Offices. The request for \$50,000.00 was in the most recent warrant constituting final approval of the board. Attached, please find a copy of the deed for the Sherman Property as well as a copy of the Final Settlement Statement. Assuming the board approves the warrant this evening we will own the property by close-of-business tomorrow.

Trustee's Climo and Tharpe, after review of the closing documents informed the manager that the check for the purchase was for the wrong amount. After review the manager concurred with the error. The board deduced from the closing documents that the correct amount for the check should be \$52,880.72 instead of \$50,000.00 as printed. The board authorized the manager to make the correction and recut the check prior to the closing, dropping the updated check stub in the approved warrant.

11. **ISLE OF SPRINGS (IOS)** – The manager reported that the district was waiting for *Fuller Marine* to schedule when they would be in-place to complete this tasking. All materials were in place and ready to go.
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
13. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – No change in status.
14. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** — No change in status.
15. **AFFORDABLE HOUSING PROJECT** – Nothing new to report.
16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report.
17. **SQUIRREL ISLAND WATER MAIN** – The board went into executive session pursuant to 1 MRSA §405(6)(E) *consultations with legal counsel* at 1939 hr. *Trustee Climo motioned, Trustee Bellows second, vote unanimous*

18. The board came out of executive session at 2009 hr.
Trustee Climo motioned, Trustee Anthony second, vote unanimous

19. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** –The manager reported that the Spruce Point Homeowners Association (SPHA) had enlisted *Dirigo Engineering* to complete a cost-estimate for the installation of underground electrical and communication equipment as well as the possibility of upgrading the water service to year-round. The manager reported that he would be meeting with Mr. Jim Lord P.E. before he met with the SPHA to inform him as to the previous meeting the manager had with the SPHA and what the manager was willing to present to the board.

20. The meeting was adjourned at 2012 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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