

22 October 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 OCTOBER 2019**

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; Jonathan Ziegler, Manager. **Guest:** Mr. Dale Harmon, Distribution Foreman. **Absent:** Trustee Blakeslee, Boothbay Harbor.

1. The board approved the minutes for 24 September 2019 with revisions.
Trustee Climo motioned, Trustee Tharpe second, vote unanimous
2. The **Payroll** for weeks ending 24 September 2019 & 1 October 2019.
Trustee Climo motioned, Trustee Tharpe second, vote unanimous
3. The **Transactions** for the period of 23 September 2019 through 4 October 2019.
Trustee Climo motioned, Trustee Tharpe second, vote unanimous
4. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was in between projects and fielding the normal uptick in job orders that arise near the seasonal water shutdown. The DD was preparing for seasonal shutdown which was scheduled to begin at 0700hr. on 17 October 2019. There were no cross-connection control tests scheduled for October as a management strategy to support seasonal shutdown.

In the previous period the DD responded to 24 Dig Safe requests in the previous period which is normal for this time of year.
 - a. **New Building Status Report** – The manager provided the board with a memorandum describing the need for a new maintenance garage along with a detailed history pertaining to this project. The board recognized the Distribution Foreman who described from personal experience the current lack of space and justification for the new project as well. After a lengthy discussion the board authorized the manager to move forward with permitting the proposed project.
 - b. **New Replacement Vehicle** - No change in status.
5. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 10 September 2019*. November billing of year-round customers would be sent out for 1 November 2019 with a total value of \$502,232.75. The board was alerted to the fact that Table 1 showed an overinflated total in that approximately \$404,000 had been sent to the Maine Bond Bank as part of the Consolidation Loan and had yet to be cashed. The manager added that since the previous period the district added no new customers and received 1 additional new application for service. Currently the district has 15 applications for new service pending.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 8 October 2019	
Account	Balance
Business Checking	\$ 25,432.39
Deposit Sweep Account	\$ 472,162.32
Liquidity Total	\$ 497,594.71
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 2.00
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 17,311.25
Designated Fund Total	\$ 24,542.50
TOTAL CASH RESERVES	\$ 522,137.21

6. **NATURAL RESOURCES PROGRAM** – The Natural Resource Program Manager (NRPM) provided the board the following report in writing:

1) *We are working on completing the final reporting requirements for the 2016 DEP grant. Report to DEP/EPA will be sent in the next week. We completed 24 projects, received \$43,300 in grant funds, and \$47,183 was expended on local match (most by the District). The project is estimated to have reduced the annual pollutant load to Adams Pond and Knickerbocker Lake by 76.95 tons of sediment and 65.4 pounds of phosphorus.*

2) *Forrest Bell Environmental's estimate of the acreage we need to conserve to protect water quality has been completed (see attached). They recommend setting a conservative target for forest landed needed to maintain adequate quality as: 467 acres for Knickerbocker Lake watershed, 205 for Little Knickerbocker watershed and 635 acres for Adams Pond watershed. Based on current zoning and projected 30-year growth rate for the Town of Boothbay, FBE estimates that the maximum allowable total phosphorus loads could be reached in the next 17 year for Adams Pond and the next 31 years for Knickerbocker Lake.*

3) *Pat Farrin and Sons has been working the last week to remove the piles of fill at Clifford Playground that border Adams Pond wetlands. Farrin and company have donated over a week's worth of work and we have assisted them with recommendation to protect the wetlands, and with mulch, hay and seed. Now that the fill has been removed or spread on site, we are in a much better position to protect this wetland complex. Farrin's work to resolve a long-term problem is much appreciated.*

5) *Ordinance rewrite: We continue to work with the Town on ordinance revisions.*

7. **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)** – Since the previous meeting the manager reported having received a list of replacement contractors from *J. Gaudet and Associates* but as of today have done nothing with this replacement effort.
 - b. **Training Update** – On 2 October 2019 all treatment staff attended training by the Maine Rural Water Association on basic water industry chemistry. All four operators reported back that the class was well-done and useful. Each received 6 CEU for their effort.

 8. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained the same as the previous period with filter performance holding steady at 87% efficiency and clarifier performance holding at 91%. Key chemical additions were holding steady, ranging between 10% to 15% above normal with taste or odor issues subsiding. Water reserves remain at 95+/-%.
- Finish water production is very close to that recorded in 2018 with average daily production at 0.5585 MGD as compared to 2018 production for the same period of time equaling 0.5603 MGD
- a. **Intake Inspection** – On 1 October *Fuller Marine Services* completed the annual inspection of the district’s intakes. The manager reported no earth-shattering deficiencies noted but the Adams Pond Intake would require some minor maintenance over the next year. The manager provided the board the written report from *Fuller Marine*.
9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report.
 10. **LAND ACQUISITION UPDATE** – The manager reported that on 25 September 2019, the district purchased property from Mr. Paul Sherman, owner of Boothbay Tax Map R-07, Lot 12-C, a three (3) - acre parcel across from Adams Pond at a total cost to the district of \$39,364.43. All required filings with the Lincoln County Registry of Deeds has been completed and all relevant ownership documentation is in the possession of the district.
 11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
 12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – Nothing new to report.
 13. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that on 24 September 2019 disinfection and pressure testing was completed with bacteriological samples drawn on 25 September 2019. On 26 September 2019 the district received reports from the lab that the water tests were clean and shortly thereafter all customers were put back into permanent service. Also, on that day the DD removed all temporary water infrastructure and returned it to storage. On 26 September 2019, *Crooker Construction* completed the repaving of Logan Road. With the exception of settling all debts with our sub-contractor, *E.M. Wood Construction*, this project is now considered completed.
 14. **AFFORDABLE HOUSING PROJECT** – The manager reported that on 2 October 2019 he was invited to a meeting with the development group attempting to complete this project, the Boothbay Town Manager, Boothbay Harbor Sewer District (BHSD) Superintendent, Code Enforcement Officer for the Town of Boothbay Harbor, and the interim Boothbay Harbor

Interim Town Manager. From a utility point of view both the Superintendent of the BHSD and he were received well, and were quite supportive and helpful. The manager was critical of the CEO of Boothbay Harbor, who came to the table with nothing to add, unsure of the Boothbay Harbor code, and was so belligerent that the chief funding individual of the project threatened to pull the plug on the project right then and there.

The manager concluded that as of the end of that meeting, the project had been expanded to approximately 40 new homes. The manager provided the board with a breakdown of cost per unit provided to the district by the Boothbay Town Manager and a rough idea on how the non-profit would work.

15. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – The manager provided the board a quote from *Fuller Marine Services* is attached valued at \$19,624.00. The manager alerted the board to have already approving the quote and the materials were now being gathered. Again, this project would not be completed until sometime after the 17 October 2019 shutdown.
16. **SQUIRREL ISLAND (SI) WATER MAIN** – The manager provided the board with an inquiry made to the PUC by the SIVC. The manager stated that Chairman Gamage, Attorney Marshall and he would be attending the 12 October 2019 meeting of the SIVC board. The manager informed the board that he and Attorney Marshall would be meeting with the PUC on 16 October 2019 to discuss the inquiry.
17. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** –Nothing new to report
18. **HARRIS POINT WATER MAIN EXTENSION PROJECT**- The manager reported that *E.M. Wood Construction* and DD personnel had completed the 180-foot water main extension 2 October 2019. The water main had been pressure tested, disinfected and 4 October 2019, bacteriologically cleared and put into service. All infrastructure had been updated in the district's GIS system for recordkeeping. All district fees had been paid in-full with the manager recommending the board accept the new water main. The board accepted the new water main.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
19. The meeting was adjourned at 1955 hr.
Trustee Climo motioned, Trustee Tharpe second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

