

10 March 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 25 FEBRUARY 2020

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Anthony, Boothbay (Clerk); Trustee Tharpe, At-Large (Treasurer); 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 11 February 2020.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
2. The Payroll for weeks ending 11 February 2020 & 18 February 2020.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
3. The Transactions for the period of 10 February 2020 through 21 February 2020.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
4. **ADMINISTRATION** – The manager provided the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 25 February 2020*. Billing for March had been tabulated and sent to the printers for distribution, equaling \$45,792.45. Over the past period the district had received 1 new service application which was pending. Seasonal meter testing is progressing without incident with 206 meters tested and a 12% failure rate. Brass meters that fail were reported to have been replaced, at district expense, with composite meters because repair and replacement parts were no longer manufactured by the meter vendor.
 - a. **Scam Alert** - The manager alerted the board to a scam currently being committed within our community wherein a person would call district customers and inform them that their water was unhealthful, requesting access to their property to perform a water test. It was unclear if this is a set-up for some sort of larceny or a way for an unscrupulous vendor to gain entry and have an avenue for a sales pitch for a service not necessary. Either way the Boothbay Harbor Police Department and Lincoln County Sheriff's Office has been made aware of the situation and the district intended to post on our website/Facebook page, an alert to the scam.
 - a. **2019 Financial Audit Update** – *Haverlock, Estey & Curran* were still on schedule to be on-site 5 & 6 March 2020 to complete the field portion of the annual audit. The customer service representative (CSR), *Osman-Page* and the manager remained engaged in preparation of the audit with the pre-audit “to do” list nearly completed. As stated at the previous meeting, notification regarding any and all trustee involvement in the field portion of the audit would be made as soon as the manager was made aware of the need.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 February 2019	
Account	Balance
Business Checking	\$ 25,444.58
Deposit Sweep Account	\$ 435,450.55
Liquidity Total	\$ 460,895.13
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,332.04
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 2.00
Mt Dora Easement Escrow	\$ 4,768.50
Southport Sinking Fund	\$ 37,312.00
EBB Upgrade 91-20	\$ 56,042.37
Bank of Maine Unemployment CD	\$ 17,311.25
Designated Fund Total	\$ 135,782.84
TOTAL CASH RESERVES	\$ 596,677.97

5. **NATURAL RESOURCES PROGRAM** – The Natural Resource Program Manager (NRPM) presented to the board the following report:

a. **Land conservation/acquisition:**

Farrin property: 22-acre parcel within the Adams Pond watershed and within which the Knickerbocker pipeline travels. Board's last offer to Pat was \$125,000. Pat has now countered at \$145,000. The most recent property appraisal (December 2018) sets the value at \$134,600. There is road access to the parcel from Adams Road off Back River Road but that access is constrained by pipeline.

The Maine Drinking Water Program has given us the green light for a low-interest, short-term loan for this land acquisition.

Looking for a Board recommendation on Pat's offer.

Table 2. Cost comparison with recent purchases

Property Owner	Purchase Price	Total acres	Price per acre
Hamrin	\$120,000	70	\$1,714
L. Sherman	\$50,000	4.7	\$10,638
P. Sherman	\$37,500	3.1	\$12,097
R. Clifford	\$75,000	34	\$2,205
P. Farrin	\$134,600	22	\$6,118
P. Farrin	\$145,000	22	\$6,591

Edelson property: The 90-acre undeveloped Edelson property has recently been put on the market for \$250,000. Roughly 25 acres are within the Adams Pond and Knickerbocker Lake watersheds. This property also includes about 8 acres of Wiley Pond watershed, for which the Water District hold water rights. Road access is available through Peaceful Acres Drive off Back River Road.

We have been talking to Boothbay Region Land Trust, the Boothbay Fish and Game Club, Jonathan Tindal (Bruce Tindal represents seller; Jonathan is also on Land Trust Board and Lands Committee) and abutters about options for conserving this property.

McFarland property: We have heard that the Edelson property sale has stirred other property owners within the watershed to consider selling their land. Heard exactly that about the McFarland property on Friday afternoon. McFarland property is ranked third for Knickerbocker and 6th for Adams Pond watershed (Splitting across watersheds lowers the overall ranking.) The property is roughly 60 acres with an estimated value of about \$171K. Presently, there is no road access to this property. We are reaching out to the McFarlands through Jonathan Tindal, who knows Dave McFarland. This is not one we can afford to let get away.

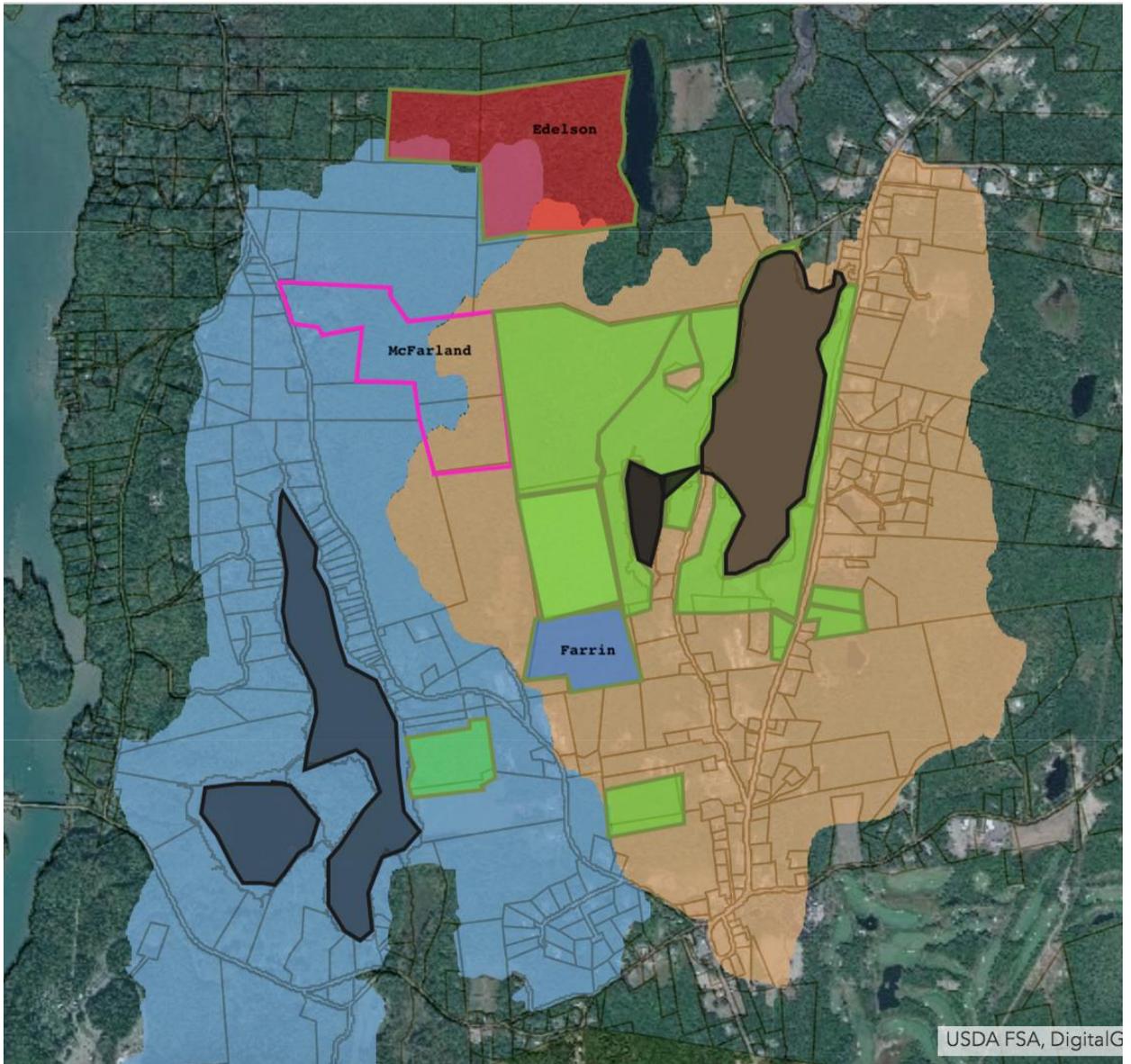
Figure 1. Map showing Farrin, Edelson and McFarland properties relative to watershed boundaries and BRWD conservation land (in green)

2) BRLT Board Presentation: We presented to the Land Trust Board on February 20, 2020 and the short story is it really couldn't have gone better. I've attached Hal Moorefield's follow up email and a pdf of the PowerPoint. It is probably time to think about taking this road show to the Town selectboards and perhaps the Chamber.

b. The board voted to make a counter offer of \$135,000 to Mr. Pat Farrin for the "Farrin Property".

Trustee Blakeslee motioned, Trustee Anthony second, vote unanimous

Figure 1



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 closing date for the new utilities technician (UT) position closed on 21 February 2020 leaving the district with three (3) quality candidates to interview. Interview dates have been set for 26 February 2020 with all those applicants accepting an appointment. The plan is to hopefully make an offer by weeks end.
 - b. **Training Update** – I will be attending the annual Legislative Breakfast in Augusta on 27 February 2020 to try to ascertain what kind of lunacy the district will face from the Maine legislature during the upcoming legislative session.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period remained unchanged with filter efficiency at 80% and clarifier efficiency at 91% efficiency. Raw water quality remained mediocre with key chemical additions in the average range.

The TD received clarification from *Blue Earth Technologies* wherein the district was notified that the filter media was, in fact, in excellent condition with regard to sharpness and angularity. All measured parameters were within the acceptable range.

Finish water production bucked the recent trend, registering higher than the 0.3315 MGD recorded in 2019, with production averaging 0.3402 MGD for the same period in 2020.

- a. **SCADA System Upgrade** – No change in status.
 - b. **Raw Water Pump (RWP1) #1 Overhaul** -On 12 February 2020 *Weston & Sampson* arrived on-site and removed the entire RWP #1 assembly and removed it to their rework facility in Massachusetts. No word on the final disposition or replacement date of the pump assembly.
 - c. **Backwash Waste Pump Replacement Project** – *Dirigo Engineering* completed a review of the pump sizing and recommended pumps, ½ hp larger, be installed. The new pumps, and associated hardware are now on order.
 - d. **Filter Mid-Level Maintenance** - Since the previous report Filter #2 had been taken out of service, drained and received corrosion control measures within the air/water interface zone, reflooded, tested and put back into service 20 February 2020. The quality of the mid-level maintenance was excellent and this report concludes this effort. Additionally, on 20 February 2020 TD and DD staff completed adding two (2) inches of anthracite filter media to both filters #1 and #2.
 - e. **Annual Electrical Inspections & Maintenance** – Starting 25 February 2020 *Midcoast Electric*, the district’s industrial electrical contractor, arrived on-site to complete the 2020 high energy electrical inspections. This project is a budgeted item and will continue for the next 1 to 2 days.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD remained very active over the previous period taking advantage of the recent warm and storm-free weather, the DD had been reassembled, in force to complete “whiteboard projects”. All necessary and regulatory required actions were completed.
 - a. **New Replacement Vehicle** - No change in status
 - b. **2020 Seasonal Start-up Update** – This is a rather rare, but in light of the current construction conditions being favorable for maintenance of the seasonal system, the TD has fanned out to complete “whiteboard projects” on the seasonal system as well as performing capital upgrades. This is a rare condition for the DD but welcomed.
 9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that a board meeting had scheduled for 27 February 2020.

10. **LAND ACQUISITION UPDATE** – See 5 – **NATURAL RESOURCES PROGRAM**
11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report.
12. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager that since the previous report, on 12 February 2020 the new main was filled and disinfected with the pressure test and bacteriological samples taken 18 February 2020; all parameters passed district standards. The new water main was then shut down with the new fire hydrant bagged out of service until such time as the easement was completed.

The easement is progressing well with just a few signatories left. So far, the turnaround has been very good. Once the easement is in-place I will petition the board for acceptance and energization of the water main.
13. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report.
14. **SQUIRREL ISLAND (SI) WATER MAIN** – The board went into executive session pursuant to 1 M.R.S.A. §405(6)(E) – *consultations with legal counsel* at 1853 hr.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
15. The board came out of executive session at 1943 hr.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
16. **NEW MAINTENANCE GARAGE PROJECT** – No change in status
17. **AFFORDABLE HOUSING, REVISION II** – No change in status
18. **CAMERONS POINT WATER MAIN** – The manager reported that the easement work will begin this week on this project.
19. **METER DOWNSIZE REQUEST** – The manager presented to the board a request made by *The Shipyard in Boothbay Harbor* for their meter, currently a 2” water meter, at 120 Commercial Street, Boothbay Harbor be downsized. Upon official review the manager recommending the meter be downsized to a 5/8” meter. The board approved the request.
Trustee Climo motioned, Trustee Blakeslee second, vote: unanimous
20. The meeting was adjourned at 1953 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

