

11 August 2020

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: MINUTES FOR THE TRUSTEE MEETING 28 JULY 2020

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 14 July 2020.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
2. Approve Transactions for 13 July 2020 through 24 July 2020
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
3. **ADMINISTRATION** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 14 July 2020*, Table 2 - *BRWD Profit and Loss Budget Performance as of 30 June 2020* and Table 3 - *BRWD Capital Improvement and Cash to Equity as of 30 June 2020*, of which neither the board or the manager identified any anomalous value. During the previous period the district received an additional three (3) “new service applications” and established three (2) new year- round accounts and one (1) new seasonal water main extension. August billing had been tabulated and has a value of \$456,586.45 to be released on Saturday, 1 August 2020.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 July 2020	
Account	Balance
Business Checking	\$ 25,264.76
Deposit Sweep Account	\$ 118,964.14
Liquidity Total	\$ 144,228.90
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 20,335.80
Land Acquisition Fund	\$ 14.71
Capital Reinvestment Fund	\$ 300,115.16
Mt Dora Easement Escrow	\$ 5,073.05
Southport Sinking Fund	\$ 37,312.00
EBB Upgrade 91-20	\$ 56,052.84
Bank of Maine Unemployment CD	\$ 17,295.00
Designated Fund Total	\$ 436,198.56
TOTAL CASH RESERVES	\$ 580,427.46

Table 2
BRWD Profit and Loss Budget Performance as of 30 June 2020

	Jan - Jun 20	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	0.00	10,000.00	10,000.00
415 - Jobbing	66,856.44	49,821.93	95,000.00
419 - Interest Income	278.49	204.96	500.00
460-RD Grant Revenue	0.00	0.00	0.00
461 - Revenue Accounts	1,770,336.90	1,690,147.00	3,273,317.20
Total Income	1,837,471.83	1,750,173.89	3,378,817.20
Gross Profit	1,837,471.83	1,750,173.89	3,378,817.20
Expense			
403-Depreciation Expense	339,000.00	339,000.00	678,000.00
408 -- Taxes other than Income	27,703.33	30,845.51	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	789.62	1,699.98	3,400.00
427-Interest Expense	123,501.16	110,820.00	224,240.00
601 - Wages	302,157.30	313,493.35	627,950.00
603 - Trustee Fees	9,425.53	9,700.00	9,700.00
604 - Employee Pen. & Benefits	228,063.01	215,674.52	440,000.00
615 - Electricity	23,567.89	31,506.52	66,500.00
618 - Chemicals	25,560.02	19,529.40	49,025.00
620 - Materials & Supplies	125,827.33	135,063.95	229,000.00
620.7 - Postage	334.14	0.00	0.00
631 - Contr.-Engineering	15,046.00	7,867.00	15,000.00
632 - Contr. Accounting	24,402.50	39,000.00	63,000.00
633 - Contr. Legal	24,148.00	25,000.02	50,000.00
634 - Other Professional Fees	250.00	7,500.00	15,000.00
635 - Contr-Other	133,469.76	120,001.95	239,100.00
642 - Rental of Equipment	1.71	0.00	500.00
650 - Transportation	10,128.92	15,527.17	37,250.00
656 - Insurance-Vehicles	0.00	0.00	0.00
657 - Insurance - Gen. Liab.	0.00	17,500.00	35,000.00
658 - Insurance-Workers Comp.	11,844.80	9,750.00	15,000.00
660 - Advertising	590.40	1,249.98	2,500.00
667 - Regulatory Expense	16,034.00	11,729.00	20,000.00
675 - Misc. Expenses	8,266.71	6,315.22	13,100.00
680.00 · Uncategorized	1,508.60	0.00	0.00
Total Expense	1,451,620.73	1,468,773.57	2,893,265.00
Net Ordinary Income	385,851.10	281,400.32	485,552.20
Net Income	385,851.10	281,400.32	485,552.20

Table 3

BRWD Capital Improvement and Cash to Equity as of 28 July 2020

Accnt #	Description	30-Jun	Amount
Capital Improvements			
105.01	Marine Construction	\$ 10,845.00	\$ 30,000.00
105.02	Engineering & Excavation	\$ 11,594.44	\$ 10,000.00
105.50	Admin Building	\$ 26,221.77	
105.05	GIS	\$ 120.00	\$ 1,500.00
105.10	Storage Building Project	\$ 116,302.36	\$ 35,000.00
105.17	Land Acquisition: Clifford Property	\$ 76,167.13	\$ 100,000.00
105.21	Natural Resource Projects	\$ 1,732.28	\$ 25,000.00
105.23	Massachusetts Road Proj Barlow Hill & Mariner Way Water Main	\$ 21,470.96	\$ 4,000.00
105.24	Replacement Land Acquisition: Farrin Property	\$ 8,499.65 \$ 148,221.50	\$ 180,000.00 \$ -
105.25	Knickerbocker Lake Source - New Boat Launch		\$ 10,000.00
105.26	Adams Pond Source - New Boat Launch Raw Water Pump Station. Upgrade RWP#1		\$ 10,000.00
105.27	Vertical Turbine Treatment Plant-Piping Gallery Safety	\$ 45,667.98	\$ 30,000.00
105.28	Improvements Treatment Plant Replace Backwash Waste Pumps		\$ 13,500.00
105.29	& Check Valves		\$ 40,000.00
105.30	2020 SCADA Upgrades		\$ 6,000.00
105.50	Work in Progress - Other, reclass to grant	\$ 13,515.00	\$ 5,000.00
Total Capital Improvements		\$ 480,358.07	\$ 500,000.00
Principal Repayments			
221.9	MBB Highland Park	-	\$ 32,000.00
221.94	SRF Mt Pisgah Tank	-	\$ -
221.32	MBB Pinkham Standpipe Rehab	-	\$ 5,500.00
221.33	RD Southport Interconnection	\$ -	\$ 33,000.00
221.89	SRF Cape Newagen MMBB	\$ 10,775.00	\$ 11,000.00
221.92	RD 91-20	\$ -	\$ 25,000.00
221.93	FNB Consolidation	\$ 10,295.36	\$ 12,000.00
221.95	MMBB Sea Street	\$ -	\$ 13,500.00
221.97	FNB Fluoride Bond	\$ 6,133.97	\$ 7,700.00
221.992	FNB Line of Credit	\$ -	\$ -
221.99	RD 91-18	\$ 6,800.00	\$ 6,500.00
221.993	MMBB Consolidation	\$ -	\$ 345,000.00
Total Principal Repayments		\$ 34,004.33	\$ 491,200.00

- a. **New Administrative Manager Position** –The board went into executive session pursuant to 1 M.R.S.A. §405(6)(A) *personnel matters* at 1904 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
 - b. The board came out of executive session at 1907 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous
4. **NATURAL RESOURCES PROGRAM** – The following report to the board was submitted by the Natural Resource Program Manager (NRPM) in writing:
- a. **Land Conservation:** *Jeannie Hamrin will serve as Boothbay’s representative to Watershed Conservation group. Waiting on reps from Boothbay Harbor and Southport so we can begin meeting.*
 - b. **Watershed Work:** *Along with water quality sampling and watershed monitoring, 319 grant work continues to the big focus right now. Water quality to date in both ponds, as measured by total phosphorus and chlorophyll a, has been slightly better than average. This is likely due to the lack of precipitation and runoff.*
 - c. **Maine Bond Bank Loan:** *The loan for the Farrin property will be before the PUC for approval. Application has been prepared and there is a resolution for the Trustee’s approval tonight.*
5. The board **approved the resolution to accept the Maine Bond Bank Loan to reimburse the district for the 22-acre property purchase known as the “Farrin Property”**.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
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** – Remote employee license retention training remained ongoing.
7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency over the previous period had slightly declined, with clarifier efficiency remaining at 100% and filter efficiency dropping to 97%. Key chemical consumption rates had come down to the normal range.

For the previous period finish water production averaged 0.9047 MGD as compared to the same period in 2019 which averaged 0.8643 MGD. The manager admitted that this was counter intuitive in light of the COVID-19 pandemic restrictions to what had been expected, but in light of no apparent leaks, the usage appeared to be consuming residential flow.

On 16 July 2020 junior treatment plant operators successfully transitioned from Adams Pond to Knickerbocker Lake as the districts source of raw water. Table 4, BRWD Knickerbocker Lake withdrawal report listed the water extracted from Knickerbocker Lake since 16 July 2020 through 25 July 2020.

Current raw water reserves in Adams Pond equal 217.4MG with Knickerbocker Lake containing 320.0 MG usable raw water.

- a. **Backwash Waste Pump Replacement Project** – No change in status
- b. **Backwash Pump #2, (BWP2)** – The new starter remained in transit to *Midcoast Electric*. Trustee Bellows inquired if this was safe to have only one backwash pump operational, especially with the district moving into the peak demand period. The manager responded by stating that BWP2 was operational but needed to be started manually which as a backup would be the order of the day should there be a malfunction with the one operational pump.
- c. **Drought Report** – During the previous period the Boothbay Region had remained in a D1 Drought (*Moderate Drought*) status. Again, the U.S. Drought Monitor measured drought in five categories D0 through D4 (*Severe Drought*), and in the managers opinion the district was currently in no danger of running low on raw water reserves.

Table 4			
Boothbay Region Water District			
2020 Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
15-Jul-20	18-Jul-20	2,716,200	48,783,800
19-Jul-20	25-Jul-20	6,708,000	42,075,800
Total Withdrawn		9,424,200	42,075,800

- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was current with regard to job orders, dig safe notifications and minor repairs with the list of whiteboard projects now being attended to. The DD had spent considerable effort working on both the Spofford Lane Water Main Extension Project as well as the Knickerbocker Road Water Main Extension Project. During the previous period another round of restorative paving was completed by District personnel and *Fabiano Paving*. On 22 July 2020, two (2) irrigation services were installed by district personnel, working for *Jody Lewis Excavation* requiring a day-long shut down of Union Street in Boothbay Harbor. Lastly, the Maine Department of Transportation (DOT) destroyed a valve assembly, in spectacular fashion, on Route 27 as part of their mowing operations with repairs quickly made and service restored.

9. **5 RIVERS REGIONAL WATER COUNCIL** – No change in status
10. **LAND ACQUISITION UPDATE** – No change in status
11. **ALTERNATIVE ELECTRIC POWER OPTIONS** – No change in status.
12. **SQUIRREL ISLAND VILLAGE CORPORATION (SIVC) WATER MAIN** – The manager reported during the previous period, after the Maine Center for Disease Control, Drinking Water Program refused to answer a request by both the district and SIVC concerning any future requirements of the SIVC should they be deemed a Public Water System (PWS). Unable for some reason, the PUC had launched a letter of inquiry to get that that same question answered. The manager concluded his report by informing the board that for better, or worse, the districts request for relief of owning the SIVC water main would not be acted upon until the DWP made some, or any decision.
13. **NEW MAINTENANCE GARAGE PROJECT** – The manager reported that on 27 July 2020, Monthly Progress Meeting #2 took place at the district office with Chairman Gamage presiding. The project was reported to be generally on-schedule with the completion date now pushed back slightly to 19 October 2020. Items discussed pay meeting #2 included:
 - a. Erosion Control;
 - b. Stockpiling of Loam;
 - c. Storm water treatment Facilities nearing completion;
 - d. Base gravel installation of parking area;
 - e. Rear walkway progress;
 - f. Installation of underground utilities;
 - g. Building footings; and
 - h. An inquiry by me to ascertain paving price for additional paving if economically feasible.

The contractor was now into concrete work (base walls) which was scheduled to be completed by 1 August 2020 with floor construction to begin right after. The manager informed the board that the floor would be a very complicated procedure. Due to a discrepancy identified by *Dirigo Engineering* with payment request #2, the value of July work was not available at the progress meeting but will be included in the warrant, to be approved by the board on 11 August 2020.

14. **CAMERONS POINT WATER MAIN** –No change in status.
15. **BARLOW HILL & MARINER WAY WATER MAIN REPLACEMENT PROJECT** – No change in status
16. **RED ZONE WIRELESS** – The manager informed the board *Red Zone Wireless* would like to amend the already approved and active contract to expand its service area from the Thompson Family Standpipe. The manager provided a contract amendment, prepared by Mr. David Libby, the district's wireless consultant, which was worth an additional \$4,800.00 per year plus a high-speed internet at the site (i.e. security cameras) with an additional \$4,200.00 per year in options. The manager recommended the board authorize him to sign the amended contract. The board approved the managers request
Trustee Climo motioned, Trustee Anthony second, vote: unanimous

17. **KNICKERBOCKER ROAD WATER MAIN EXTENSION** - The manager requested the board accept the privately funded Knickerbocker Road water main extension consisting of 1,500 ft of two (2) inch high density polyethylene pipe, constructed and installed in a public way, by DD staff, along Knickerbocker Road in Boothbay. The manager informed the board that all accounts are settled, the main had been successfully pressure tested and cleared of biological pathogens with the new services having been installed and activated. The board approved the managers request.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous
18. **SPOFFORD LANE WATER MAIN EXTENSION** - The manager reported to the board that this project was still in-process.
19. The meeting was adjourned at 1940 hr.
Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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